

Student Housing Handbook

Wii Gyemsiga Siwilaawksat

Wii Gyemsiga
Siwilaawksat

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Student Housing Handbook Contents

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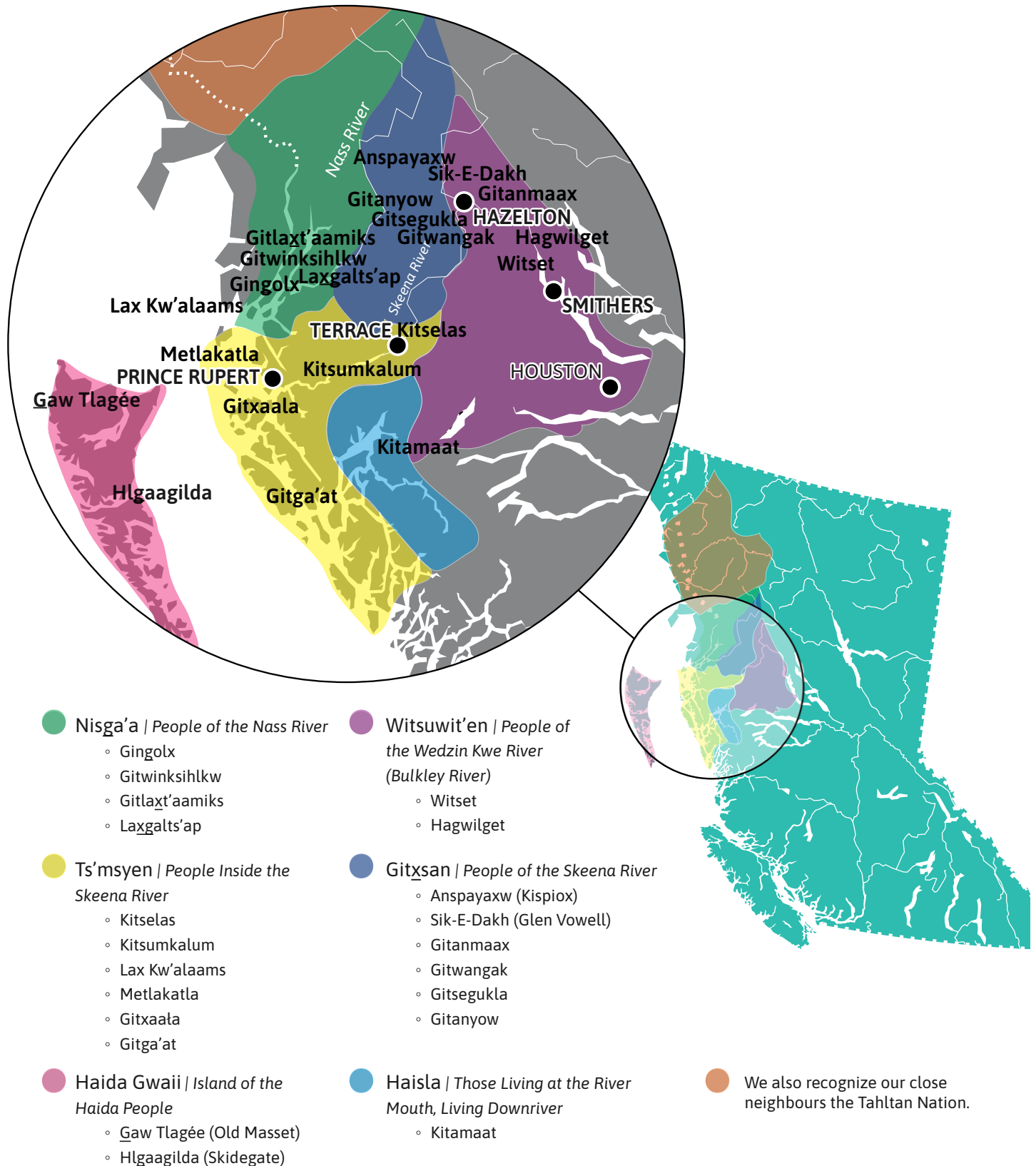
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Territory Acknowledgement

Coast Mountain College campuses are located on the traditional territories of six distinct First Nations: Nisga'a, Ts'msyen, Gitksan, Witsuwit'en, Haisla, and Haida. Within these six nations, there are 21 Indigenous communities with separate governing bodies. Coast Mountain College also acknowledges the Inuit and Métis peoples in Canada.



Welcome to Wii Gyemsiga Siwilaawksat

Welcome to Wii Gyemsiga Siwilaawksat [Wee gii'yemk-sea-ga Sue-will-la-owk-set], the student housing building on the Coast Mountain College (CMTN) Terrace Campus! The name comes from a Sm'algyax phrase that translates to "where learners are content or comfortable." Sm'algyax is the language of the Ts'msyen First Peoples, on whose land the CMTN Terrace campus is located.

Each year Wii Gyemsiga Siwilaawksat welcomes students from around British Columbia, across Canada, and even abroad. Each student brings unique experiences and perspectives that contribute to a vibrant and dynamic housing community.

All units also include living areas and kitchenette spaces with mini-fridges and microwaves. Each individual room is equipped with a twin-size bed, nightstand, wardrobe, desk, and chair. Community kitchen areas are also located on each wing on all three floors. Community kitchens include fridges, microwaves, and stoves.

Wii Gyemsiga Siwilaawksat offers convenient amenities, including laundry facilities, a computer room, a bike room, an Elder suite, and a dedicated cultural space.

The Housing Office is committed to supporting the educational success and well-being of all students. If you have questions, concerns, or need assistance, please come see us. We will either help address your concern directly or connect you with the appropriate individual or department.

To contact the Housing Office:

- ↳ **phone:** 250.635.6511 ext. 5309
- ↳ **e-mail:** housing@coastmountaincollege.ca
- ↳ **in-person:** office 250 (housing second floor)

This handbook outlines the standards, expectations, policies, and procedures that support a safe, respectful, and inclusive housing community at CMTN. It also provides important information, resources, and guidance to help you make the

most of your housing experience.

We are pleased to have you as part of the Wii Gyemsiga Siwilaawksat community and wish you success in your studies and personal growth at CMTN.

Sm'algyax Signs in Wii Gyemsiga Siwilaawksat

Every sign throughout Wii Gyemsiga Siwilaawksat includes an English descriptor word, a Sm'algyax translation, and Indigenized icons designed by Freda Diesing School of Northwest Coast Art alumnus Shawna Kiesman.

The Sm'algyax translations were provided by Sm'algyax language holder Litamlaxdau gibau (Sharon Bryant) and her daughter Dm syl haaytk gibau (Emily Bryant).

In addition to the amenities listed in this handbook, Wii Gyemsiga Siwilaawksat is equipped with the following spaces:

Sm'algyax Term	Pronunciation	English Translation
K'üül goot	k-ool goht	cultural space
Hakhalels	hak-ha-lels	administration office
Daxdidaalx	dax-dih-daahlx [x = throat sound]	collaboration space 1
Huk al'algyax	hook ahl-ahlgahx [x = throat sound]	collaboration space 2
Ha'li't'miism naxnox	ha-lih-t'-meesm nahx-nox [x = throat sound]	computer lab
K'andawla gagoodm	k-ahn-dowlah ga-godm	maker space
Ap algyaga 'wileeksit	ahp ahlg yagah will-ay-xit	Elder suite
Wap laalk (+ # in Sm'algyax)	wup laa-hl-k [hl = tongue against teeth]	hoteling suite
Sagaytwaal	sai-gat-waa-l	project rooms
Wap baysik	wup bi-sick	bike storage
Amgan goot	am-gan goht	atrium



Helpful Contacts & Information

Mailing Address

To receive mail, use this address:

- ↳ [Your Name and Room Number]
c/o CMTN Housing Office
5331 McConnell Ave
Terrace BC V8G 4X2

WiFi Access

To connect to the housing WiFi, use the following credentials:

- ↳ **Network Name:** College-Dorm
- ↳ **Password:** ACCESS!!

For connectivity issues, contact the Housing Office.

Emergency Support

Terrace and Area Emergency Numbers

- ↳ Ambulance, Fire, & Police
911
- ↳ Campus Security
250.615.9894
- ↳ Campus First Aid
250.635.6511 ext. 4444
- ↳ Poison Control
1.800.567.8911
- ↳ KUU-US Crisis Line
1.800.588.8717 (for Indigenous people in BC)

CMTN Support Services

- ↳ [Health and Wellness Supports](#)
- ↳ [First Nations Access Coordinators & Indigenous Support Services](#)
- ↳ [Academic and Accessibility Supports](#)
- ↳ [Academic Advising Services](#)
- ↳ [Financial Aid](#)

Mental Health & Addictions Supports

- ↳ BC Suicide Prevention and Intervention Line
1.800.SUICIDE (1.800.784.2433)
- ↳ BC Mental Health & Crisis Response
310.6789 (no area code needed)
- ↳ Foundry BC
1.833.308.6379
foundrybc.ca
- ↳ Here2Talk
1.877.857.3397
heretotalk.ca
- ↳ Mental Health and Addictions
250.631.4202

Health & Medical Services

- ↳ HealthLink BC
811
- ↳ Northern Health Virtual Clinic
1.844.645.7811
- ↳ Ksyen Regional Hospital
250.635.2211
- ↳ Terrace Health Unit
250.631.4200
- ↳ Women's Wellness Clinic
250.635.2229
- ↳ Options for Sexual Health
1.800.739.7367
- ↳ Pregnancy Options BC
1.888.875.3163

Indigenous Supports

- ↳ First Nations Health Authority Doctor of the Day
1.855.344.3800
- ↳ Nisga'a Valley Health Authority
250.633.5000
- ↳ Hope for Wellness Helpline
1.855.242.3310
- ↳ Indian Residential Schools Crisis Line
1.800.721.0066

Safety & Victim Support

- ↳ VictimLink BC
1.800.563.0808
- ↳ Terrace Women's Resource Centre Society
250.638.0228

Transportation

- ↳ BC Transit and HandyDART
250.635.2666
- ↳ Kalum Kabs
250.635.7177

Community Services

- ↳ Skeena Diversity Society
250.635.6530
- ↳ Volunteer Terrace
250.638.1330
- ↳ [Additional Terrace and Area Community Resources](#)

Safety & Security

The safety and well-being of all occupants is a shared responsibility. Occupants are expected to familiarize themselves with emergency procedures, safety resources, and community expectations to help maintain a safe and secure H\ housing environment.

Emergency Notifications

Occupants are strongly encouraged to download and enable the free Alertus Emergency Notification System App.



Alertus provides emergency alerts and important safety information, including:

- ↳ active emergencies on or near campus
- ↳ shelter-in-place or lock-down notifications
- ↳ severe weather alerts
- ↳ power outages and utility disruptions
- ↳ other urgent safety-related communications.

Downloading and enabling notifications helps ensure that you receive timely information during emergencies and other safety situations.

Medical Insurance

Occupants are required to maintain valid Canadian medical insurance for the duration of their stay in housing.

If you have questions or concerns about medical coverage or require assistance, contact the registration office for guidance.

Room Security

Occupants are expected to take an active role in maintaining a safe and secure housing environment.

To help protect yourself and others:

- ↳ Keep room and unit doors locked at all times, especially when you are sleeping or when the room is unattended.
- ↳ Carry your key card (Student ID) with you at all times.
- ↳ Do not leave ground-floor windows open when you are away from your room.

- ↳ Be mindful of who you allow into the building; only authorized occupants and visitors are permitted.
- ↳ Report any suspicious, unaccompanied, or disruptive individuals immediately to Campus Security or the Housing Office.
- ↳ DO NOT prop doors open.

Fire Safety

Under the BC Fire Safety Act, CMTN is required to conduct periodic fire drills in all facilities. Participation in all fire drills is mandatory for every occupant. These drills are essential for familiarizing you with emergency procedures and ensuring the safety of everyone in the building.

CMTN maintains heat detectors, smoke alarms, and audible and flashing fire alarm systems to protect you and your property. You are responsible for responding immediately and appropriately to all alarms and evacuation instructions.

Fire Alarms & Fire Safety

Tampering with, disabling, or falsely activating any fire safety equipment, including fire alarms, extinguishers, detectors, or sprinklers, is a serious offense under the Criminal Code of Canada.

Any individual found to have engaged in such actions may be subject to eviction from housing, disciplinary action up to and including removal from their program, and possible charges under applicable legislation.

FIRE PROCEDURES

If You See a Fire

1. Shout "FIRE!" loudly.
2. Activate the fire alarm immediately using the nearest pull station.
3. Evacuate the building quickly and safely through the nearest exit.
4. Proceed directly to Muster Point A, located outside housing (see "Appendix 1: Campus Map" for details).
5. Report the fire location to the Fire Department and notify a Housing Office or campus security as soon as possible.



When You Hear the Fire Alarm

1. Leave the building immediately using the closest safe exit.
2. Proceed directly to Muster Point A, located outside housing (see “Appendix 1: Campus Map” for details).
3. Remain at the muster point until you are given further instructions.

Important Safety Reminders

- ↳ Do not attempt to retrieve personal belongings. Many injuries occur when individuals return to collect valuables.
- ↳ Do not use elevators during a fire alarm or an evacuation.
- ↳ Never re-enter the building until clearance is given by a fire department official or college administration staff.

Evacuation

All occupants must be familiar with the evacuation process and the location of their designated muster area in case of an emergency. If you are unsure of evacuation routes or muster point locations, contact the Housing Office or Campus Security for guidance.

Medical Emergencies & First Aid

In the event of a medical emergency, you should call 911 immediately.

During regular business hours—Monday to Friday from 8:00 a.m. to 4:00 p.m.—you can reach campus first aid by calling 250.635.6511 ext. 4444.

After hours, you can reach Campus Security by calling 250.615.9894.

When seeking emergency assistance:

- ↳ provide the exact location of the individual requiring assistance.
- ↳ remain with the individual if it is safe to do so.
- ↳ follow instructions provided by emergency responders.
- ↳ notify Campus Security or the Housing Office as soon as reasonably possible.

Overdose Prevention & Response

If you suspect that someone may be experiencing a drug poisoning or overdose, call 911 immediately and remain with the individual until emergency responders arrive (providing it is safe to do so).

Naloxone kits and Automated External Defibrillators (AEDs) are located in each wing and the entrance of the housing building, as well as in most buildings on campus. Personal naloxone kits and training can also be obtained from the Health and Wellness Centre located in Waap Amgam. Fentanyl test strips are located in washrooms across campus. More information regarding what to do in the event of an overdose visit [Overdose Prevention and Response](#).

CMTN encourages occupants to seek emergency assistance without hesitation. Information regarding the Good Samaritan Drug Overdose Act can be found in the Alcohol, Drugs, and Smoking section of this Handbook.

Personal Safety & Sexual Violence Prevention

CMTN is committed to maintaining a learning and living environment that is free from sexual violence. If you experience, witness, or become aware of sexual violence, support is available.

You are encouraged to contact any of the following for support or advice as soon as you are able:

- ↳ Campus Security
- ↳ the Housing Office
- ↳ the Health and Wellness Centre
- ↳ other available support resources located at the beginning of this Handbook.

In an emergency or where there is an immediate risk to safety, call 911.

Information regarding supports, reporting options, and college procedures is available through the CMTN Sexual Violence Policy and related procedures, as well as through the Safer Campuses course available on Brightspace.



Housing Community Standards

CODE OF CONDUCT

Respectful Conduct

Living in housing means being part of a shared community. Occupants are expected to conduct themselves in ways that support the safety, well-being, dignity, and academic success of others.

All occupants are also members of the broader CMTN community. College policies, including ADM-009, Student Non-Academic Conduct Policy, apply within housing, elsewhere on campus, and during college-related activities, both on- and off-campus.

Living in housing provides occupants with the opportunity to live, learn, and build relationships within a supportive and respectful community.

Activities or behaviours that are threatening, discriminatory, harassing, or otherwise harmful to the safety, dignity, wellbeing, or inclusion of others are prohibited. This includes conduct that occurs in person or through verbal, written, digital, graphic, or physical means.

Examples include, but are not limited to:

- ↳ racist, sexist, homophobic, transphobic, or other discriminatory behaviour
- ↳ bullying, intimidation, or retaliation
- ↳ sexual harassment or sexual violence
- ↳ invasion of privacy
- ↳ posting, distributing, or displaying materials that contribute to an intimidating, hostile, or unwelcoming environment
- ↳ displaying offensive pictures, posters, or materials in areas visible to others, including windows and common areas
- ↳ using email, electronic messaging, voice-mail, message boards, mail, computer networks, or other media to communicate obscene, harassing, threatening, or otherwise objectionable messages or materials
- ↳ vandalism, graffiti, or defacement of property in housing or elsewhere on campus
- ↳ encouraging, facilitating, or participating in offensive or harmful behaviour
- ↳ repeatedly following, monitoring, or attempting to make unwanted contact with another person.

Every occupant plays a role in maintaining a safe, respectful, and inclusive housing community. Choosing not to participate in harmful behaviour is important, but so is taking action when you witness conduct that may negatively affect the safety, well-being, dignity, or inclusion of others. Occupants are encouraged to report safety concerns or behaviours that may negatively impact the community to the Housing Office or Campus Security. Raising concerns helps ensure that the community members receive support when needed and that potential risks can be addressed before they escalate.

Concerns involving disrespectful conduct may be addressed through supportive, educational, restorative, interim, or

disciplinary measures, depending on the nature and severity of the behaviour and in accordance with applicable CMTN policies and procedures.

Rights & Responsibilities

Housing accommodations are provided by CMTN and are not exclusive to any individual occupant. Occupants may use only those rooms, units, and areas assigned or designated for their use by CMTN. Coast Mountain College retains ownership, control, and authority over all housing facilities, including individual rooms, units, and common spaces.

CMTN may establish, amend, and enforce reasonable policies, procedures, standards, and community expectations governing the use and occupancy of housing. Amendments to ADM-006, Housing Policy, ADM-006P, Housing Procedure, or this Housing Handbook will be communicated to occupants and made available on the CMTN website. Printed copies may be obtained from the Housing Office upon request.

The Residential Tenancy Act does not apply to CMTN housing accommodations.

CMTN reserves the right to manage and control access to housing facilities, including restricting visitors, issuing or reissuing keys or access credentials, and taking other reasonable measures necessary to maintain the safety, security, and operation of student housing.

CMTN is not responsible for personal injury, loss of money, theft, or damage to personal property occurring within housing facilities or elsewhere on CMTN property, including parking areas. You are responsible for securing your personal belongings and are strongly encouraged to obtain appropriate insurance coverage.

Occupants have the following rights and responsibilities:

	Right	Responsibility
Safety	To be safe.	To act in a way that does not endanger yourself or others, utilize the security mechanisms provided in your community, and report any unsafe behavior or conditions.
Managing Personal Health	To access the services available from the college/university or community service provider designed to support your physical and/or mental health & wellness and/or trauma informed support, as or when needed	To manage your health and wellness within your ability
Respect	To be treated with mutual respect and acceptance free from intimidation, harassment, discrimination, or racism.	To treat all members of your community with respect, acceptance and understanding. This includes speaking up when you are aware of acts of harassment, racism, intimidation or see others being treated with a lack of respect and dignity
Fairness & Support	To expect fair and consistent service from housing staff to address your questions or concerns.	To be responsive and cooperative in all dealings with housing staff, follow applicable processes, and respond to their requests (including email correspondence and meeting requests) in a timely manner.

Clarity of Community Standards	To expect that the Community Standards are clear.	To know the Community Standards and ask questions if you do not understand them.
Cleanliness	To a living space that is clean and in good condition.	To assist in the upkeep of common areas by promptly cleaning up after yourself, participating in making and maintaining a cleaning schedule with your room/unit-mates, using appropriate composting, recycling and waste receptacles, and by reporting facilities or equipment that are broken or dirty
Reasonable Quiet	To live in an environment conducive to sleep and study	To always be considerate of your noise level and speak with the relevant community member and/or staff when noise levels are unacceptable
Consideration	To enjoy your living space with consideration for and from your roommate(s), and others living around you.	To treat others with respect and consideration and engage in the outlining of reasonable expectations in your shared living space
Reasonable Privacy	To reasonable privacy and safety of your possessions	To take necessary means to maintain the security of your community including upholding the integrity of access points to your building, securing your valuables, and reporting suspicious activity promptly to the appropriate authorities.

Quiet Hours

All occupants share responsibility for maintaining a respectful living and learning environment within housing. Quiet hours are established to help support sleep, study, and overall wellbeing for all members of the community.

Quiet hours are in effect from 11:00 p.m. to 8:00 a.m. daily, unless otherwise specified. During quiet hours, noise must not be audible outside an occupant's room or interfere with the ability of others to sleep or study.

Outside of quiet hours, courtesy hours are in effect at all times. Occupants are expected to be considerate of others, recognizing that individuals may have varying study, work, and sleep schedules.

Occupants are encouraged to address minor noise concerns respectfully and directly where appropriate. At any time, an occupant may request that noise be reduced to a level that does not interfere with their ability to rest, study, or enjoy their living space.

Where directed by the Housing Office or Campus Security, occupants must comply immediately with instructions to reduce noise levels.

Noise is considered excessive where it:

- ↳ is disruptive to any occupant on the floor, within the wing, or in the building
- ↳ can be heard outside a room, regardless of whether doors are open or closed
- ↳ attracts the attention of other occupants or housing

office personnel and interferes with a respectful living environment.

Failure to comply with quiet hours or reasonable noise expectations may result in one or more responses under housing violations (see "Housing Violations, Responses, and Outcomes").

Weapons & Dangerous Objects

Except where required for approved academic, cultural, ceremonial, religious, maintenance, or culinary purposes, the possession of real or replica weapons or other dangerous objects is prohibited on CMTN property, including in housing.

This includes, but is not limited to, firearms (including air guns and paint-ball guns), swords, hunting equipment, throwing or sporting knives, sling shots, and archery equipment.

Items required for approved purposes must be used, stored, and transported safely and securely and only for their intended purpose. Culinary students must store their school-issued knives securely in their classroom lockers when not in use for class purposes.

Knives, tools, or other objects not required for approved purposes are not permitted in housing.

The use, display, or possession of any object in a threatening, intimidating, or aggressive manner will be considered the use of a weapon and may result in immediate intervention, disciplinary action, eviction from housing, and/or referral to law enforcement.

Concealing or carrying anything that could reasonably be considered a weapon outside of its appropriate setting may constitute a criminal offence under the Criminal Code of Canada.

The safety and security of all occupants are a priority for CMTN. Any activity or possession that compromises the safety and well-being of the housing community may result in action under applicable CMTN policies and procedures.

PRIVACY, ENTRY, & ACCESS TO ROOMS

CMTN respects the privacy, dignity, and personal space of all occupants residing in housing. Each unit and individual room are considered private living spaces, and access will be limited to authorized circumstances outlined in this handbook and applicable CMTN policies.

Key Cards

During their stay in housing, occupants will be issued a key card (Student ID) that provides access to the main housing entrance, their assigned wing, their unit, their individual room, and designated shared common spaces.

Occupants who are locked out of their unit or room may request access through the Housing Office during office hours or Campus Security after hours and on weekends by presenting valid government-issued identification. Occupants are expected to carry their access credentials at all times. Repeated lockouts may result in an administrative fee or other appropriate action.

Occupants whose key card is lost or stolen must report it immediately to the Housing Office or Campus Security. A replacement fee of \$16.80 will apply for lost key cards. A temporary access card may be issued upon request.

Lending, sharing, or allowing another person to use an occupant's personal key card is strictly prohibited, as it may

compromise the safety and security of the housing community.

Unauthorized possession or use of access credentials that provide entry to housing spaces may be considered a serious breach of CMTN policy and may result in disciplinary action, up to and including eviction.

Authorized Entry & Notification

CMTN will make reasonable efforts to provide advance notice before entering a housing unit or individual room whenever circumstances permit. However, occupant consent is not required where entry is reasonably necessary to fulfill CMTN operational, safety, maintenance, or policy obligations.

Housing office personnel or campus security may enter a housing unit or individual room without the occupant's consent where reasonably necessary for:

- ↳ Emergency situations where immediate access is required to protect health, safety, or property.
- ↳ Wellness checks where there are reasonable concerns regarding the health, safety, or well-being of an occupant
- ↳ Maintenance, repairs, inspections, or operational requirements
- ↳ situations where there are reasonable grounds to believe a policy violation, safety risk, or illegal activity may be occurring.
- ↳ Authorized cleaning, pest control, or scheduled inspections related to fire, health, wellness, or safety requirements.

In non-emergency situations, housing office personnel will ordinarily:

- ↳ Provide at least 24-hours advance notice including the date, approximate time, purpose of entry, and the name and role of the individual entering.
- ↳ Knock and announce their intent to enter before accessing the unit or room.
- ↳ Enter only as reasonably necessary to fulfill the stated purpose.

Advance notice may not be provided in emergency situations, wellness checks, or where advance notice would be impractical or could compromise safety or security.

Where entry occurs in the absence of the occupant, housing office personnel or campus security will leave a written notice indicating the date, time, purpose of entry, and the name and role of the individual(s) who entered.

Privacy & Release of Information

The Housing Office respects the privacy and confidentiality of all occupants. Personal information collected during the application and occupancy period is protected in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

Housing information can only be released to another individual, such as a parent, legal guardian, sponsor, or organization, when the occupant has provided consent through the Housing Acceptance Letter or as otherwise permitted by law.

Occupants under the age of 19 are required to complete the release of information section of the Housing Acceptance Letter prior to arrival. This authorization allows the Housing Office to communicate with a parent or legal guardian

regarding significant safety, wellbeing, or emergency concerns, or as otherwise authorized by the occupant.

SUBSTANCE USE IN HOUSING

Alcohol

The possession, consumption, distribution, trafficking, or sale of alcohol is not permitted in housing or on CMTN property except where expressly authorized under applicable CMTN policies and approved licensing requirements.

Underage possession or consumption of alcohol is strictly prohibited.

Any alcohol identified during health and safety inspections will be addressed and removed in accordance with CMTN procedures.

Where an occupant or visitor is impaired by alcohol and their behaviour is unsafe or disruptive, staff may take appropriate steps to support safety and deescalation, which may include requiring the individual to leave the immediate area or seek a safe place to recover.

Drugs & Controlled Substances

The possession, consumption, distribution, trafficking, or sale of illegal drugs or unauthorized controlled substances is not permitted in housing or on CMTN property.

The misuse of prescribed medication, or the possession of drug paraphernalia associated with illegal drug use or trafficking, is also prohibited.

Any illegal drugs or unauthorized controlled substances identified during health and safety inspections will be addressed and removed in accordance with CMTN procedures.

Where an occupant or visitor is impaired by drugs or other illicit substances and their behaviour is unsafe or disruptive, staff may take appropriate steps to support safety and deescalation, which may include requiring the individual to leave the immediate area or seek a safe place to recover.

Smoking & Vaping

CMTN provides designated smoking areas on campus.

Smoking and vaping are strictly prohibited inside housing, including individual rooms, units, shared spaces, bathrooms, stairwells, and hallways. This includes the use of tobacco, cannabis, vaping devices, and e-cigarettes.

Smoking and vaping are only permitted in designated smoking areas on campus in accordance with CMTN policy.

Occupants are expected to take reasonable care to ensure that smoke and odours, including those on personal belongings, do not negatively impact others in the housing community.

Occupants must remain at least 10 metres away from all building entrances, windows, and air intake units when smoking. Ashtrays must be used where provided.

Please refer to the campus map (Appendix 1) for designated smoking areas.

Violations

Violations of this section may result in educational, supportive, or disciplinary responses, up to and including eviction from housing.

Occupants may also be held financially responsible for any

damage, cleaning, or remediation costs incurred as a result of non-compliance, in accordance with CMTN procedures. This may include costs associated with deodorizing, cleaning, or repairs resulting from smoke, odour, or related damage.

Violations may result in the immediate forfeiture of the damage deposit.

Good Samaritan Law: Your Safety Comes First

If you witness or experience a drug or alcohol overdose, call for help immediately.

Canada's Good Samaritan Drug Overdose Act provides legal protections for people who seek emergency help during an overdose, including the person experiencing the overdose and those who call for help or remain at the scene.

At CMTN, the safety and well-being of our community comes first. If you call for help, stay with someone who needs help, or require emergency assistance yourself, you will not face housing or academic disciplinary action for alcohol or drug policy violations that are discovered as a result of the emergency.

When in doubt, call for help. Your decision could save a life.

Substance Use Support & Wellness

CMTN recognizes that occupants may experience challenges related to substance use or personal wellness. If you are experiencing such challenges, you are encouraged to seek support early.

The Health and Wellness Centre can connect you with counselling and other community resources in a confidential and supportive manner. Asking for help will not result in disciplinary action.

Your safety and well-being are CMTN's top priorities.

VISITORS IN HOUSING

Visiting Hours

CMTN permits occupants to host visitors in housing as a privilege. Visitors are welcome during designated visiting hours and must comply with the requirements outlined below.

Visiting hours are in effect from:

- Monday to Thursday: 3:00 p.m. – 10:00 p.m.
- Friday and Saturday: 1:00 p.m. – 12:00 a.m.
- Sunday: 11:00 a.m. – 10:00 p.m.

Overnight visitors are not permitted within housing units or individual rooms.

Occupant Responsibilities

Occupants hosting visitors are responsible for their conduct at all times and must ensure visitors comply with all CMTN policies, housing procedures, and community standards.

Hosts must:

- Communicate with roommates in advance when possible and respect their reasonable privacy, study, and sleep needs
- Accompany and supervise their visitors at all times while in housing facilities
- Ensure visitors are informed of and comply with all applicable rules and expectations
- Limit visitors to one visitor per occupant in a room or unit at a time, with a maximum of four visitors per occupant in communal areas.

Visitor Expectations

All visitors must:

- check in and out at the Housing Office, front desk, or other designated location upon arrival
- remain in the company of their host at all times while in housing
- comply with directions from housing Office personnel, Campus Security, or other authorized CMTN staff
- comply with quiet hours when applicable
- follow all posted visiting hours and access requirements.

For the purposes of housing policies, occupants who enter a unit or room not assigned to them are considered visitors of that space.



Housing Eligibility & Acceptance

Housing Eligibility

Housing is limited in capacity and demand may exceed available space. Eligibility and placement are based on meeting college requirements, housing priority categories, and operational considerations.

To be eligible for housing, students must:

- ↳ be registered in a CMTN program
- ↳ be able to participate safely and successfully in congregate living, independently or with reasonable and approved accommodations or external supports in place.
- ↳ maintain a satisfactory housing payment record
- ↳ maintain good standing on their housing record, including compliance with the Housing Policy and Handbook
- ↳ maintain assigned units, individual rooms, and shared spaces in a clean and acceptable condition
- ↳ demonstrate respectful conduct while living in housing.

Applicants or returning occupants who do not meet these requirements, or who have outstanding financial obligations, may be denied placement or continued occupancy until issues are resolved.

Priority for Placement and Continued Occupancy

Where demand exceeds available space, priority for housing placement is generally given to:

- ↳ first year students
- ↳ full-time students
- ↳ students enrolled in face-to-face programming or who have on-campus course requirements
- ↳ Indigenous students
- ↳ students who reside outside of town or the immediate region.

Placement decisions are based on overall demand, availability, and operational considerations and may vary term by term.

Occupants who are no longer in a priority category (for example, due to a reduction in course load below full-time status) may be required to vacate housing if their space is needed to accommodate a higher-priority applicant.

Where possible, the Housing Office will normally provide 14 days of notice to allow occupants time to make alternative living arrangements; however, this notice period may be shortened or eliminated if necessary for safety, security, conduct, or policy-related reasons.

Where space is available, occupants may be permitted to remain in housing at the discretion of the Housing Office,

provided they continue to meet all housing eligibility requirements and comply with applicable housing policies and procedures.

Housing Acceptance

Acceptance to housing is not guaranteed. Housing is limited in capacity and occupancy is offered based on available space, eligibility, and housing priority criteria at the time of application.

Prior to check-in, occupants must:

- ↳ sign and return the Housing Acceptance Letter
- ↳ submit all required payments by the deadline specified in the Housing Acceptance Letter, including application fee, damage deposit, Food and Beverage Card fee, and first month's housing fees.

Failure to meet the payment requirements or deadlines outlined in the Housing Acceptance Letter may result in withdrawal of the housing offer in accordance with CMTN procedures.

Term of Occupancy

Each housing acceptance is issued for a defined occupancy term, as outlined in the occupant's Housing Acceptance Letter, including a specified start date and end date.

Occupancy in housing does not automatically renew beyond the end of the stated term.

Returning Occupants & Reapplication

Previous occupancy in housing does not guarantee acceptance for future terms. Occupants who wish to continue living in housing beyond their approved end date must submit a new housing application for the relevant term and meet all applicable eligibility and priority requirements at that time.

Returning occupants must continue to meet housing expectations, including:

- ↳ satisfactory housing payment history
- ↳ good standing on their housing record
- ↳ demonstrated ability to maintain clean and appropriate living conditions
- ↳ respectful conduct while living in housing.

Applicants or occupants with outstanding balances or unresolved financial obligations may be denied placement or continued occupancy until those matters are resolved.

All reapplications are reviewed based on current availability, demand, housing priority categories, and operational needs in effect at the time of application.

Housing Fees

The following fees apply to housing occupancy. Fees vary based on unit type, length of stay, and academic term.

Application Fee

- ↳ \$50.00 (non-refundable)

A new application fee is required for each application period, including reapplications for subsequent terms or occupancy periods.

Damage Deposit

- ↳ \$350.00 (refundable)

Damage deposits may be refunded following completion of the formal check-out process, provided there is no damage to the assigned room, units, or shared housing spaces.

Where applicable, outstanding balances owed to CMTN will be deducted from any refundable deposit amount before a refund is issued.

Approved refunds are issued by cheque and mailed to the most recent address on file. Please allow up to 10 business days after check-out for processing.

Housing Rates

Housing rates are charged based on unit type and occupancy duration.

- ↳ \$875.00 per unit per month (one-bedroom unit)
- ↳ \$675.00 per occupant per month (triple or quad unit)
- ↳ \$250.00 per occupant per week (any assigned unit type)
- ↳ \$50.00 per occupant per day (any assigned unit type)

Spring and summer occupancy rates may vary. Please contact the Housing Office for current availability and pricing.

CMTN Food & Beverage Card Requirements

Purchasing a CMTN Food and Beverage Card is a required for all students living in housing. The fee is charged per term and is redeemable for food and beverage purchases at the Cedar Café in Waap Amgam, and the Birch Grill and Professional Cook Mainline in the Waap Haawḱ Cafeteria. Each student will receive their Food and Beverage Card at check-in.

The required CMTN Food & Beverage Card value depends on the length of your program or study term.

Study Term Length	Card Cost	Card Value
14 weeks to full semester	\$700	\$1000
10 to 13 weeks	\$525	\$750
6 to 9 weeks	\$350	\$500
less than 6 weeks	\$175	\$250

A 30% discount will be applied to the total cost of your card when at purchase. Cards are non-transferable and may only be used by the student to whom they are issued. Cards can be reloaded at any time and do not expire, although students are encouraged to use the card during their stay in housing. You can pick up your preloaded CMTN Food & Beverage Card at the Housing Office when you move in to housing.

Housing Fee Payment Schedule

To secure a housing space, applicants are required to pay the fees identified in their Housing Acceptance Letter by the specified deadline.

Depending on the occupancy term and room assignment, these fees may include:

- ↳ non-refundable application fee
- ↳ damage deposit
- ↳ Food and Beverage Card fee
- ↳ first month housing fee

Specific payment amounts and deadlines are outlined in the Housing Acceptance Letter. Failure to submit required payments by the stated deadline may result in withdrawal of the housing offer.

Monthly housing fees are due on the first day of each month, for example, October rent is due on October 1.

CMTN recognizes that students may experience unexpected financial challenges. Occupants who are concerned about their ability to meet housing payment deadlines are encouraged to contact the Housing Office and/or the Financial Aid Office as early as possible to discuss available supports and resources.

Failure to pay fees on time may result in administrative action, including follow-up from the Housing Office and Finance Department.

Accounts that remain past-due beyond one month may be subject to further action, including referral to collections and/or restrictions on future college services (e.g. course registration, release of transcripts, etc.).

Occupants with unresolved financial obligations or a history of non-payment may be ineligible to apply for future housing placement.

How to Make Payments

Housing fees may be paid using any of the payment methods accepted by CMTN. Currently, payment may be made:

- ↳ online through myCMTN
- ↳ in-person at the Registration Office

Students are responsible for ensuring payments are received by the applicable due date.

Moving In

WHAT TO EXPECT WHEN MOVING IN Check-In

At check-in, occupants are required to:

- ↳ present valid government-issued photo identification for identity verification and access purposes.
- ↳ participate in a mandatory housing orientation
- ↳ complete a room inspection and report any existing damage or concerns by email to housing@coastmountaincollege.ca.

Reporting preexisting damage at check-in helps ensure occupants are not held responsible for damage that existed prior to their arrival.

During move-in and move-out periods, occupants may be accompanied by up to two visitors for the purpose of providing assistance and support.

Room Assignment

Housing offers one-bedroom units and individual rooms within triple and quad units. Room assignments are made by the Housing Office based on availability and operational requirements.

Room preferences identified in a housing application will be considered where feasible; however, requests for a specific room type, location, or unit are not guaranteed.

An occupant who has been offered or assigned a housing space may not transfer, assign, sublet, or otherwise permit another individual to occupy that space in their place.

Housing rooms are assigned on a single-occupancy basis. Each individual room is assigned to one occupant only. Each individual room is assigned to one occupant only. Housing at CMTN is not intended or equipped to accommodate spouses, partners, children, or other family members as residents.

Relocations and Room Transfers

The Housing Office may require an occupant to relocate to another room or unit where necessary to support operational, maintenance, health and safety, accommodation, or emergency needs. Where possible, advance notice will be provided.

Room transfers are only permitted when authorized by the Housing Office and are subject to availability and operational considerations. A cleaning fee may apply.

Accessibility Accommodation Requests

CMTN is committed to supporting students with disabilities, medical needs, or other circumstances protected under applicable human rights legislation. Occupants who required housing-related accommodation may submit a request to the Housing Office.

Accommodation requests are reviewed on an individual basis and may include consideration of room assignments, accessibility needs, service animals, building access, or other reasonable accommodations related to housing occupancy.

Accommodation requests are assessed in collaboration with relevant college support services where appropriate. CMTN will make reasonable efforts to support approved accommodation

needs while balancing available resources, operational requirements, and the needs of the broader housing community.

One-bedroom units are limited in number and may be used to support approved accommodation requests where appropriate and available. Assignment to a one-bedroom unit is not guaranteed, even where an accommodation request has been approved. Where a one-bedroom unit cannot be provided, CMTN will work with the student to explore reasonable alternative accommodations where possible.

Accommodation requests should be submitted to the Housing Office as early as possible to allow sufficient time for review, consultation, and implementation of appropriate accommodations where feasible. CMTN may request supporting documentation where necessary to assess functional limitations relevant to housing needs. Information collected is limited to what is necessary to determine appropriate accommodations and is handled in accordance with FOIPPA.

CANCELLATIONS, NO-SHOWS, AND EARLY DEPARTURES

Cancellation Before Move-In

Occupants who cancel their housing agreement in writing at least 5 days before the housing agreement start date as indicated in their Housing Acceptance Letter will receive a full refund of all housing fees paid, less the non-refundable application fee.

Failure to Move In (No-Show)

Occupants who do not move into housing on or after the housing agreement start date indicated in their Housing Acceptance Letter and who have not received approval to cancel their housing agreement remain responsible for:

- ↳ the non-refundable application fee
- ↳ the first month of housing fees

CMTN Food & Beverage Card fees will be refunded where the card has not been issued, activated, or used. Where a CMTN Food & Beverage Card has been issued or used, refunds may be adjusted based on the value already provided or used.

Any prepaid housing fees beyond these amounts will be refunded.

Early Departure

Occupants who choose to vacate housing before the housing agreement end date indicated in their Housing Acceptance Letter remain responsible for housing fees up to the end of the month in which they vacate housing.

Please note:

- ↳ Refunds are not provided for partial-month occupancy.
- ↳ Housing fees paid in advance beyond the month of departure will be refunded.
- ↳ Occupants may be eligible for a partial refund of CMTN Food & Beverage Card fees in accordance with CMTN financial processes.

Changes to Housing Eligibility

Students who no longer meet housing eligibility requirements may be required to vacate housing in accordance with the “Housing Eligibility & Acceptance” section of this handbook. housing fees and CMTN Food and Beverage Card fees may be adjusted based on the revised occupancy period.

WHAT TO BRING

When moving into housing, occupants are responsible for bringing essential personal items. The list below includes items that you should plan to bring with you.

Required Items

You should ensure you bring the following items with you:

	To Bring	Notes
Bedding	☐ twin-size sheets & pillowcases	each room includes a twin-size bed frame and mattress
	☐ pillow	
	☐ blanket and/or comforter	
Towels	☐ bath towel	
	☐ hand towel(s)	
	☐ washcloths/face cloths	
Personal Hygiene Items	☐ toilet paper	
	☐ soap/body wash	
	☐ shampoo & conditioner	
	☐ toothbrush & toothpaste	
	☐ deodorant	
	☐ face-care	
	☐ razor	
	☐ hand/body lotion	
	☐ other personal care products	
Laundry Supplies	☐ laundry detergent	
	☐ stain remover	
	☐ fabric softener or dryer sheets	
	☐ laundry basket or bag	
Cleaning Supplies	☐ multi-surface cleaner	
	☐ disinfectant wipes	
	☐ cleaning cloth or sponge	
	☐ garbage bags	
	☐ toilet bowl cleaner	
Kitchen Supplies	☐ microwave safe plates, bowls, & cups	each unit is equipped with a microwave and refrigerator
	☐ microwave food cover	
	☐ flatware	
	☐ cooking utensils	
	☐ pots & pans	
	☐ paper towel	
	☐ dish soap	
	☐ dish cloth or sponge	
Storage & Organization	☐ kitchen towel(s)	
	☐ clothing hangers	
	☐ bins or storage containers	
	☐ fabric softener or dryer sheets	
	☐ laundry basket or bag	each room is equipped with a dresser and closet

Suggested Optional Items

You may wish to bring additional personal items to support comfort and daily living.

	To Bring	Notes
Appliances Small	☐ clothing iron	kettles may only be used in the kitchen area and NOT in individual rooms
	☐ small fan	
	☐ electric kettle (with auto-shut-off feature)	
Electronics	☐ alarm clock	
	☐ bedside and/or desk lamp	
	☐ laptop	
	☐ charger(s) for your electronic devices	
	☐ power bar	
Academic Supplies	☐ notebooks	
	☐ pens & pencils	
	☐ stationary	
	☐ supplies you already have that are specific to your program	
Room Decor	☐ photos or pictures	avoid using nails, tacks, adhesives, tape, or similar materials that may damage surfaces
	☐ extra blanket and/or pillows	
	☐ other items to help make your room feel like home	
	☐ seasonal/holiday decorations	

We recommend that you avoid bringing high-value items such as expensive jewellery, large electronics, or significant amounts of cash. CMTN is not responsible for loss, theft, or damage of personal property.

Prohibited Items

To support the health, safety, and well-being of all occupants, certain items are not permitted in housing.

Pets and Plants

Pets and plants are not permitted in housing. Only certified service animals for persons with accessibility requirements are allowed on the premises.

Kitchen Appliances

The use of cooking appliances inside individual bedrooms is strictly prohibited. Cooking is permitted only in designated community kitchen areas located on each floor. Kettles, coffee makers, and toasters are the only appliances permitted in the suite kitchenettes. Larger appliances such as air fryers, toaster ovens, rice cookers, and similar devices must be stored and used in the community kitchens. Other personal appliances, including but not limited to mini-fridges, are not permitted in individual bedrooms or common areas unless approved as an accommodation or exemption by the housing manager.

Candles and Open Flames

Candles, incense, or open flame of any kind is not permitted in housing due to fire safety requirements. CMTN recognizes that smudging is an important cultural and spiritual practice; smudging is permitted only in designated cultural spaces. See the “Cultural Space” section of this Handbook for more information.

DECORATIONS & FURNISHINGS

Furniture

Furniture provided in individual rooms and units is supplied by CMTN and must remain in its assigned location. Furniture must not be moved between rooms or modified in any way that alters its intended use.

Personal furniture, including mattresses, chairs, sofas, or other large items, is not permitted in housing.

Requests for approval of small additional items may be considered by the Housing Office and must include a description of the item and the reason for the request.

Common Area Furniture

Furniture provided in shared housing spaces is assigned to specific locations and must not be moved, removed, or relocated between units or rooms.

Damage, loss, or relocation of common area furniture may result in charges for repair, replacement, or labour costs. Where applicable, costs may be shared among occupants of the unit.

Decorating Individual Rooms

Occupants are encouraged to personalize their individual rooms in ways that support comfort and well-being, while ensuring that no damage is caused to college property.

Freestanding decor such as framed photos, bedding, small personal items, and non-attached decorations are encouraged.

Holiday, cultural, and religious decorations are permitted, provided they are displayed safely and do not create a fire hazard or damage college property.

To minimize damage to walls and surfaces, occupants are encouraged to use only approved non-damaging hanging materials provided or recommended by the Housing Office. Other products, including adhesives, tape, nails, tacks, or similar items, may cause damage and may result in repair costs being charged to the occupant.

Occupants may be held responsible for any damage to walls, doors, ceilings, or furniture resulting from the use of hooks, adhesives, lighting, or decorative installations, including but not limited to LED light strips or improperly removed 3M Command hooks (or similar products).

Painting, wallpapering, drawing on surfaces, or making permanent alterations to rooms is strictly prohibited.

Decorating Shared Unit Spaces

Occupants sharing a unit (including triple and quad units) may decorate common areas collaboratively. All occupants of the unit must agree to any decorations of shared spaces.

Occupants are jointly responsible for any damage to common areas, including furniture, walls, or fixtures, unless it is determined that damage was caused by a specific individual without the consent or involvement of the others.

Decorations in shared spaces must not be visible from outside the unit and must comply with all housing safety requirements.

Window Coverings

Window blinds are provided in all housing units. These blinds must remain in place and may not be removed or replaced.

Items visible from outside the unit, including signs, banners, flags, posters, sheets, or other materials, are not permitted in windows or in any location where they are visible from the exterior of the building.

Moving Out

Move-Out Procedure

To complete the move-out process, occupants are required to:

- ↳ notify the Housing Office at least 48 hours before their intended departure date to allow for scheduling of a room inspection.
- ↳ vacate housing by the housing agreement end date specified in their Housing Acceptance Letter, unless alternate arrangements have been approved by the Housing Office.
- ↳ complete the official check-out process and remove all personal belongings from the assigned room and unit.

Occupants who remain in housing beyond their housing agreement end date specified in their Housing Acceptance Letter without prior approval may be subject to additional fees and/or administrative action. Occupants who wish to remain in housing beyond their housing agreement end date must obtain approval from the Housing Office before their scheduled move-out date.

Eligibility for a damage deposit refund is contingent upon completing the official check-out process and leaving the assigned room and unit in an acceptable condition.

Please note: CMTN does not provide landlord or tenancy references for current or former occupants.

Room Condition

Rooms and shared spaces must be left in the same clean and orderly condition as when occupancy began.

Before moving out, occupants must:

- ↳ remove all garbage, food, and personal belongings
- ↳ remove decorations and personal items from the room
- ↳ vacuum or sweep floors
- ↳ clean the refrigerator (leave it plugged in)
- ↳ return all access cards
- ↳ close and secure all windows
- ↳ lock the room door.

Failure to properly secure the room or leave it in an acceptable condition may result in cleaning charges, repair costs, deductions from the damage deposit, or other applicable fees

Room Inspection

The Housing Office will conduct a room inspection following move-out to assess cleanliness, damages, and the overall condition of the assigned room and unit.

Charges may apply for cleaning, repairs, replacement costs, or other damages resulting from misuse, neglect, or failure to leave the room or unit in an acceptable condition.

Housing Services & Facilities

JANITORIAL & MAINTENANCE

Cleaning of Common Areas

Cleaning services are provided on weekdays for designated common areas only. Occupants are responsible for maintaining the cleanliness of their individual rooms and any shared spaces within their unit, including kitchens, living areas, counter tops, appliances, and bathrooms.

Community kitchens are shared by all occupants in the wing. Occupants are responsible for cleaning up after themselves, including washing dishes, cleaning microwaves, stove tops, counter tops, and other surfaces used during food preparation, removing expired or unwanted food items from shared refrigerators, and keeping refrigerators clean.

Occupants are expected to clean up after themselves and maintain a reasonable standard of cleanliness that supports the health, safety, comfort, and well-being of all members of the housing community.

In shared units, all occupants share responsibility for maintaining common areas in a clean and sanitary condition. Occupants are encouraged to communicate openly and cooperate in the regular cleaning and upkeep of shared spaces.

Where cleanliness concerns arise, the Housing Office may work with occupants to address the issue through reminders, education, or other supportive measures. Failure to maintain shared spaces in an acceptable condition may result in cleaning charges, damage charges, or other responses in accordance with housing policies and procedures.

When additional cleaning services are required due to occupant negligence, misuse, or failure to maintain the space, the associated costs may be charged to the responsible occupant(s).

Cleanliness of Units & Rooms

Maintaining a clean and safe environment is an important part of community living. Occupants are expected to:

- ↳ keep their individual room, unit, bathroom, and shared spaces clean, sanitary, and reasonably free of clutter
- ↳ maintain living spaces in a manner that does not create health, safety, maintenance, or pest-related concerns
- ↳ dispose of garbage and recycling in designated disposal areas
- ↳ promptly address cleanliness concerns identified by the Housing Office.

Vacuum cleaners, which are located in community kitchens, are available for occupant use.

Where a room or unit does not meet acceptable health, safety, or cleanliness standards, including conditions involving excessive clutter, unsanitary conditions, persistent odours, pests, or other related concerns, the Housing Office may require corrective action and conduct follow-up inspections as necessary.

Where concerns remain unresolved, occupants may receive written notice identifying the issue, the required corrective action, and the time line for compliance. Follow-up inspections may be conducted to confirm that concerns have been addressed.

Health & Safety Inspections

Housing office personnel conduct regular health and safety inspections to assess cleanliness, maintenance needs, safety concerns, and the overall condition of housing units and individual rooms. Inspections are conducted in accordance with the "Privacy, Entry, & Access to Rooms" section of this handbook.

During inspections, housing office personnel may assess:

- ↳ cleanliness and sanitary conditions
- ↳ the condition of college-owned furniture, fixtures, and equipment
- ↳ the operation of safety devices and building systems
- ↳ evidence of maintenance concerns, damage, pests, or water intrusion
- ↳ compliance with housing policies and community standards
- ↳ conditions that may affect the health, safety, security, or well-being of occupants.

Failure to address identified concerns may result in cleaning charges, repair costs, additional inspections, housing conduct responses, or other actions in accordance with CMTN policies and procedures.

Maintenance & Repairs

Occupants are responsible for promptly reporting maintenance and repair concerns within their assigned room, unit, or common areas by contacting the Housing Office at housing@coastmountaincollege.ca.

Reported concerns will be reviewed by the Housing Office and, where appropriate, referred to the Facilities Department for assessment and repair.

To facilitate repairs and maintenance, authorized college personnel or contractors may enter housing units or individual rooms in accordance with the "Privacy, Entry, & Access to Rooms" section of this handbook.

Emergency maintenance concerns that arise outside of regular office hours should be reported immediately to Campus Security as soon as possible at 250.615.9894. Examples of emergency maintenance concerns may include flooding, significant water leaks, loss of heat during cold weather, electrical hazards, broken exterior doors, or other conditions that present an immediate risk to health, safety, or property.

Prompt reporting helps prevent further damage and ensures that repairs can be completed as quickly as possible. Occupants may be held financially responsible for damages that result from failing to report maintenance concerns in a timely manner where the damage could reasonably have been prevented or reduced.

Occupants are expected to use sinks, toilets, showers, and other plumbing fixtures appropriately. Only toilet paper may be flushed down toilets. **Do not** dispose of food waste, grease, coffee grounds, wipes (including those labelled as "flushable"), paper towels, sanitary products, or other items through sinks or toilets.

Plumbing concerns, including slow drains or blockages, should be reported promptly to the Housing Office.

Where damage, blockages, or service calls result from misuse, negligence, or failure to report a problem promptly, the responsible occupant(s) may be charged for associated repair or maintenance costs.

LAUNDRY FACILITIES

Laundry facilities are located on the Water Wing of the first floor of housing. Washers and dryers are available for use by housing occupants at no additional cost; however, occupants are responsible for providing their own laundry detergent and other laundry supplies.

Laundry facilities are intended for personal use by housing occupants only and for college-approved housing-related purposes. Occasionally, the Housing Office may require temporary use of the laundry facilities for operational purposes. Advanced notice will be provided whenever reasonably possible.

To support a respectful living environment and comply with quiet hours, laundry facilities are only available for use between 8:00 a.m. and 11:00 p.m.

Occupants are expected to monitor their laundry and remove items promptly at the end of each wash or dry cycle to ensure machines remain available for others.

Items left unattended in the laundry room may be removed and held by the Housing Office for up to five business days. After that time, unclaimed items may be disposed of. CMTN is not responsible for lost, stolen, damaged, or missing personal items.

Any malfunction, damage, or maintenance concern involving laundry appliances must be reported to the Housing Office.

PARKING

Parking for occupants is free of charge at CMTN. There are no assigned or designated parking stalls and all parking is at the owner's risk. CMTN is not responsible for loss, theft, damage, or vandalism involving vehicles or their contents. Vehicles parked on college property must be licensed, insured, and maintained in a safe operating condition. Vehicles must not leak fluids or create safety, environmental, or operational hazards.

The make, model, and licence plate of your vehicle must be registered with the Housing Office. Occupants may only register one vehicle for parking on college property.

Accessible parking stalls are available near housing for occupants with accessibility needs. A valid accessible parking permit (SPARC) is required.

The loading and unloading zone (roundabout) in front of housing is designated as a fire lane. Parking is prohibited in this area at all times except for authorized CMTN vehicles, contractors, facilities personnel, or other approved users. Unauthorized vehicles may be towed at the owner's expense.

All drivers are expected to operate their vehicles safely and responsibly while on college property. The maximum speed limit on campus is 20 km/h. Unsafe, careless, or hazardous driving may result in restrictions on campus parking privileges and may be addressed under applicable CMTN policies.

STORAGE

Housing does not provide additional storage space for personal belongings, seasonal items, or property that cannot reasonably be accommodated within an occupant's assigned room.

Occupants are responsible for storing their belongings safely and in an organized manner within their assigned living space.

Personal belongings must not be stored in hallways, stairwells, common areas, mechanical rooms, utility spaces, or other areas not designated for storage, as doing so may create safety, accessibility, housekeeping, or fire code concerns.

Occupants are responsible for arranging alternative off-campus storage for items that cannot be accommodated within their assigned room. CMTN does not provide temporary storage for occupant belongings between housing terms or after the occupancy term ends.

Bicycle Storage

A secure bicycle storage room is available exclusively for housing occupants who own bicycles and scooters. Access may be requested through the Housing Office.

Occupants are responsible for ensuring that bicycles and scooters are stored safely and securely within the designated bicycle storage area. CMTN is not responsible for lost, stolen, or damaged bicycles or accessories.

Bicycles and scooters may only be stored in the designated bicycle storage room. Bicycles and scooters may not be stored in hallways, stairwells, entrances, individual rooms, units, or other areas that may create safety or accessibility concerns.

The storage of motorized bikes, motorcycles, vehicle tires, automotive parts, fuel, hazardous materials, or other large items is not permitted in housing units, individual rooms, the bicycle storage room, or elsewhere within housing facilities.

All bicycles and scooters must be removed from the bicycle storage room by the occupant's housing agreement end or approved move-out date. Bicycles and scooters that remain after occupancy has ended may be considered abandoned property and may be removed, donated, or otherwise disposed of at the discretion of the Housing Office.

Charging E-Bikes & Scooters (Lithium-Ion Batteries)

E-bikes, scooters, and other equipment with lithium-ion batteries may be stored in the designated bicycle storage room, provided the battery remains installed or stored in accordance with manufacturer directions. The Housing Office reserves the right to inspect, restrict, or remove any device or battery that presents a safety concern.

Charging of e-bikes and similar equipment is not permitted anywhere inside housing, including the bike storage room. Unsupervised charging of any e-bikes, scooters, and similar equipment anywhere on campus grounds is strictly prohibited.

Students requiring battery-powered mobility devices as an accessibility accommodation should contact the Housing Office to arrange appropriate charging and storage solutions.

KITCHENS & COOKING FACILITIES

Community kitchens are located on each housing wing and are equipped with shared refrigerators, stoves, and microwaves for occupant use. Each housing unit also includes a kitchenette with a mini-fridge and microwave. A barbecue is available in the outdoor common area for occupant use. Please contact the Housing Office if the barbecue propane tank requires refilling.

Kitchen Access & Use

Occupants are assigned to a specific housing wing and are expected to use the community kitchen for that wing.

Refrigerators in community kitchens are equipped with locks to support the security of occupants' food and personal items. Occupants must not share refrigerator lock combinations with others and are responsible for ensuring the refrigerator is locked after each use.

Occupants must respect the property of others. Taking, using, or tampering with another occupant's food, beverages, dishes, cookware, or personal belongings without permission is prohibited and may result in one or more outcomes listed under "Housing Violations, Responses, and Outcomes".

Kitchen Use Responsibilities

Community kitchens and kitchenettes are shared spaces and are not cleaned by Janitorial Staff. Occupants are responsible for maintaining these areas in a clean, sanitary, and respectful condition.

Occupants are expected to:

- ↳ wash, dry, and remove dishes promptly after use
- ↳ clean counter tops, stove tops, microwaves, sinks, and other surfaces after use
- ↳ properly dispose of garbage, recycling, and food waste
- ↳ ensure shared kitchen spaces remain clean and suitable for food preparation.

Failure to maintain shared kitchen spaces may result in cleaning charges or other action by the Housing Office.

Food Storage & Labelling

To support cleanliness and food safety, occupants must follow these guidelines.

- ↳ All food stored in shared refrigerators or freezers must be clearly labeled with the occupant's name or room number.
- ↳ Dishes, cookware, utensils, and other personal kitchen items should be clearly identified and stored in the occupant's room when not in use.
- ↳ Food, dishes, containers, bags, and personal belongings must not be left unattended on counter tops overnight. Any food, containers, or bags left on counter tops after 10:30 p.m. will be thrown away.
- ↳ Occupants are responsible for regularly monitoring and removing expired or spoiled food items. During the second week of each month, the Housing Office will inspect refrigerators and discard any expired or unmarked items.

The Housing Office reserves the right to remove and dispose of any spoiled, expired, or questionable food items at any time to maintain health and safety standards.

CMTN is not responsible for food, dishes, cookware, containers, or other personal property that is lost, damaged, spoiled, or removed in accordance with housing requirements or health and safety practices.

Food Security & Supports

CMTN is committed to supporting student food security through a range of resources available on campus. Students experiencing food insecurity or requiring short-term assistance are encouraged to access available campus supports.

The student CMTN Student Food Bank, located in Waap Amgam,

provides access to emergency and short-term food supports. Students can access this service by visiting the Health and Wellness Centre.

In addition to the food bank, students also have access to:

- ↳ the community food table located outside the Health and Wellness Centre in Waap Amgam
- ↳ the Student Food Bank available through the Health and Wellness Centre
- ↳ the Breakfast Club program (email studentengagement@coastmountaincollege.ca for the current schedule)
- ↳ grocery cards, available at the Registration Desk for students who require additional short-term support.

SHARED COMMUNITY SPACES

Wii Gyemsga Siwilaawksat includes several shared spaces that support learning, creativity, cultural activities, and community building. Occupants are expected to use these spaces respectfully and in accordance with applicable CMTN policies and housing community standards.

Computer Lab

A computer lab is available for occupant use during designated hours. Occupants must use computers, software, internet services, and other technology resources in accordance with applicable CMTN policies and procedures.

Cultural Space

The cultural space is intended for cultural, ceremonial, educational, and community-based activities. The space may be available for occupant use upon request and approval by the Housing Office.

CMTN recognizes smudging as an important cultural and spiritual practice for many Indigenous students and communities. Smudging is permitted in the cultural space. Due to ventilation and fire safety considerations, smudging is not permitted in individual rooms, housing units, or other areas of the building.

Project Room

A project room is available for short-term group work, meetings, workshops, study sessions, and project-based activities.

Makers' Space

The makers' space is designated primarily for use by First Nations Fine Arts students and supports creative and artistic activities. The space is not equipped for electrical sanding or other activities that may create excessive dust, noise, or safety concerns.

Booking & Use Requirements

Use of the cultural space, project room, or makers' space is subject to availability and approval by the Housing Office. Requests should include the intended use of the space, proposed dates and times, and the anticipated number of participants.

Occupants using shared community spaces are responsible for maintaining cleanliness, following any posted requirements, and returning the space to its original condition following use. Occupants may be held responsible for costs associated with damage, excessive cleaning, or remediation resulting from their use of the space.

Terrace Campus Services

FOOD SERVICES

CMTN provides a selection of food services options for students and employees.

Cedar Café

The Cedar Café offers a variety of hot and cold beverages, specialty coffee, breakfast sandwiches, pastries, and other quick eats including daily lunch options. Located in Waap Amgam, the café is open Monday through Friday from 7:30 a.m. until 4:30 p.m.

Birch Grill

The Birch Grill serves a variety of fresh menu items including burgers, sandwiches, and salads. Fresh & frozen microwavable options are also available. Located in the Waap Haaw̓k Cafeteria, the grill is open Monday through Friday from 7:30 a.m. until 4:30 p.m. The Birch Grill is closed from early June through mid-August each year.

Professional Cook Mainline Lunch

The Professional Cook Mainline is located in the Waap Haaw̓k Cafeteria. The hot lunch menu changes daily and is prepared by the CMTN professional cook students as a part of their training program. Your patience and understanding are appreciated as the students build their skills.

Mainline lunch is only available when the Professional Cook program is in session. Watch for details posted around campus with the start and end dates for mainline lunch during the fall and winter terms.

The Professional Cook students also prepare several special meals each year including Thanksgiving and Holiday Luncheons. Tickets for these events can be purchased in advance or at the door, and are kept affordable for students.

CMTN Food & Beverage Cards

CMTN Food & Beverage Cards can be used for all purchases at the cafe, grill, and mainline. Additional money can be added to your card at any time by visiting the Registration Office. For CMTN students, loading \$70 to your card gives you \$100 in card balance. For more information on cards, see the “CMTN Food & Beverage Card Requirements” section.

CAMPUS STORE

Textbooks and supplies for CMTN programs and courses, as well as a selection of academic supplies like notebooks, highlighters, and pens, are available for purchase at the campus store. You will also find CMTN branded backpacks, water bottles, and clothing for adults and children.

The campus store is located in Waap Haaw̓k and is typically open Monday to Friday between 8:30 a.m. and 3:00 p.m. Check the CMTN website for upcoming specials and any changes to operating hours.

STUDENT SERVICES

CMTN provides a wide range of student services to support students with academics, health and wellbeing, finances, and student life.

Educational Advising

Educational Advisors provide guidance through the admission and registration process, offer information on admission requirements and course prerequisites, and assist with education planning, course selection, and exploring potential career paths. They can also share information on transfer agreements and degree partnerships with other institutions in British Columbia and beyond. You ask advising questions or schedule an appointment with an educational advisor by emailing advising@coastmountaincollege.ca.

Learning Services

Whether you are looking to polish a paper, tackle a challenging subject, or develop better study habits, the Learning Assistance Team is here to help you. Services include direct and peer tutoring, expert writing and research support, workshops on new learning strategies, one-on-one coaching and support, as well as guidance on navigating CMTN resources and policies. If you are struggling, looking to save time, or just want to turn that A into an A+, stop by to see how the team can help you achieve your academic goals.

Email las@coastmountaincollege.ca to book an appointment. The team offers appointments either in-person or online, at your convenience.



Accessibility Services

The Accessibility Services Coordinator can help if you need extra support with learning. Did you have an individualized education program (IEP) in high school? Or maybe you need support navigating attention deficit hyperactivity disorder (ADHD) or other challenges. If you have a disability or barrier to your learning, Accessibility Services is here to help with academic accommodations and supports.

Indigenous Student Support

The CMTN First Nations Access Coordinators (FNACs) create a safe and welcoming environment, plan and coordinate cultural activities and events on campus, refer students to appropriate community services and resources, and support Indigenous students with academic, emotional, and financial matters. You can email the FNACs at fnac@coastmountaincollege.ca or drop by their office in Waap Galt's'ap.

Library

Located on the lower floor of Waap Sa'mn, the library is an important hub for students. It features study spaces, reserveable seminar rooms, and free-to-use computers. You will find it easy to work or relax in the library.

In addition to a diverse physical collection of books, DVDs, and journals, an extensive digital collection is available to assist you in your research. Library staff are knowledgeable and happy to provide support with research, citations, loans, or even just a good chat.

With your student ID card, you can access various equipment rentals, including bikes, snowshoes, laptops, sewing machines, games, and more. You also have access to a large movie streaming platform, whether you enjoy 1930s classics or recent action blockbusters.

Students can also access a wide collection of materials from other libraries in BC through interlibrary loans. Just ask the library staff if you're looking for something you can't find in the local library collection.

Check out the library website or contact the front desk for the most up-to-date information on business hours, materials, and reservations. You can email library@coastmountaincollege.ca or call 250.635.6511 ext. 5407.

Health & Wellness Centre

The Health and Wellness Centre, located in Waap Amgam, serves as a welcoming hub for student well-being. Home to the Student Engagement Coordinator, Student Wellness Counsellor, and Director of Student Health Services, the centre offers both

in-person and remote support.

The space is designed to promote mental, emotional, and physical wellness, and features calming nooks for reading, colouring, doing puzzles, playing games, or meditating. Private virtual consultation rooms are available for confidential appointments with healthcare providers and mental health professionals.

Students can access a range of health services through the Health and Wellness Centre, including support for minor illnesses and injuries, health assessments, prescriptions, contraceptive services, and access to both on and off campus counselling. You can access additional information or book an appointment by visiting the Health and Wellness Centre or by emailing studenthealth&wellness@coastmountaincollege.ca.

Fitness Centre

Located in Waap Amgam, the CMTN Fitness Centre offers a bright, welcoming, and inclusive environment where you can stay active, de-stress, and focus on your overall well-being no matter the weather. The fitness centre has a variety of fitness equipment from treadmills and stationary bikes to weights. It also features floor-to-ceiling windows with an inspiring view of the surrounding mountains.

As a student, you will receive a free membership to the Fitness Centre; however, you must still submit a membership application and be approved before you have access. This membership allows you to access the facility during regular operating hours and take advantage of a wide range of cardiovascular and strength-training equipment, stretching areas, and fitness classes.

Financial Aid

The Financial Aid Department can help you with information and the application process for awards, bursaries, scholarships, and emergency financial assistance. For more information, you can email financialaid@coastmountaincollege.ca or visit the [CMTN Financial Aid web page](#).

COAST MOUNTAIN STUDENTS' UNION

The Coast Mountain Students' Union (CMSU) is a self-governing body composed of an elected executive and appointed class representatives from each program. As a student, you are automatically a member, which offers a number of benefits.

The association organizes a number of entertainment and sporting events throughout the year and manages the student health benefits program. You are encouraged to get involved. Download the CMSU mobile app to stay up-to-date with student events and access other resources at any time.



Housing Violations, Responses, & Outcomes

The Housing Office is committed to fostering a safe, respectful, and supportive community where occupants can live, learn, and succeed. When concerns arise regarding compliance with the Housing Handbook, housing procedures, or applicable CMTN policies, the Housing Office will review the situation and determine an appropriate response.

In most cases, concerns will be addressed through supportive, educational, or restorative approaches intended to help occupants understand expectations, repair harm, and successfully remain part of the housing community; however, where behaviours create a significant safety risk, cause serious harm, or involve repeated non-compliance, a more formal response may be required.

When determining an appropriate response, the Housing Office may consider:

- ↳ the nature and severity of the behaviour
- ↳ the impact on individuals and the housing community
- ↳ whether the behaviour is repeated and ongoing
- ↳ the occupant's response to previous interventions
- ↳ community safety and well-being
- ↳ opportunities for learning, accountability, and resolution.

Responses may include, but are not limited to:

- ↳ educational or restorative measures (e.g. meetings, reflection activities, or learning requirements)
- ↳ verbal warning
- ↳ written warning
- ↳ final written warning
- ↳ behavioural agreements or conditions for continued occupancy
- ↳ restrictions on housing privileges or access to certain spaces
- ↳ relocation to another housing unit or room
- ↳ eviction from housing.

Responses are not required to follow a progressive or sequential order. Depending on the circumstances, the Housing Office may determine that a more serious response is appropriate without first issuing a verbal or written warning.

The manager of student housing and campus community (or delegate) has the authority to impose housing-related responses and outcomes, up to and including eviction.

Where an occupant demonstrates ongoing or serious non-compliance with housing standards, the Housing Office may determine that continued occupancy is not appropriate and may require the occupant to vacate housing.

Depending on the circumstances, an occupant may be provided up to 14 days notice to vacate housing; however, shorter notice periods, or immediate removal from housing may be necessary where there are significant concerns related to safety, security, or community well-being.

Nothing in this handbook limits the CMTN's authority to take immediate action where necessary to protect the health, safety, security, or wellbeing of occupants, employees, or visitors; to protect CMTN property; or to comply with applicable legislation or CMTN policy.

Appeals

Occupants have the right to appeal disciplinary decisions, including eviction decisions. Appeals must be submitted within 20 business days of the date the occupant was notified of the decision.

Appeals will be considered based on one or more of the following grounds:

- ↳ allegations that the decision lacked procedural fairness
- ↳ the emergence of new and relevant information that was not available at the time the disciplinary decision was made and which may reasonably have affected the outcome.

The vice-president, academic, students, and international (or delegate) has the authority to hear and decide all appeals.

Appeals must be submitted in writing, to appeals@coastmountaincollege.ca

Student Support

Students are encouraged to seek support if they are involved in a housing conduct or appeal process.

The Coast Mountain Students' Union may be able to provide independent support, guidance, and advocacy. Students may also access support through the Health and Wellness Centre, the First Nations Access Coordinator Team, or Learning Services.



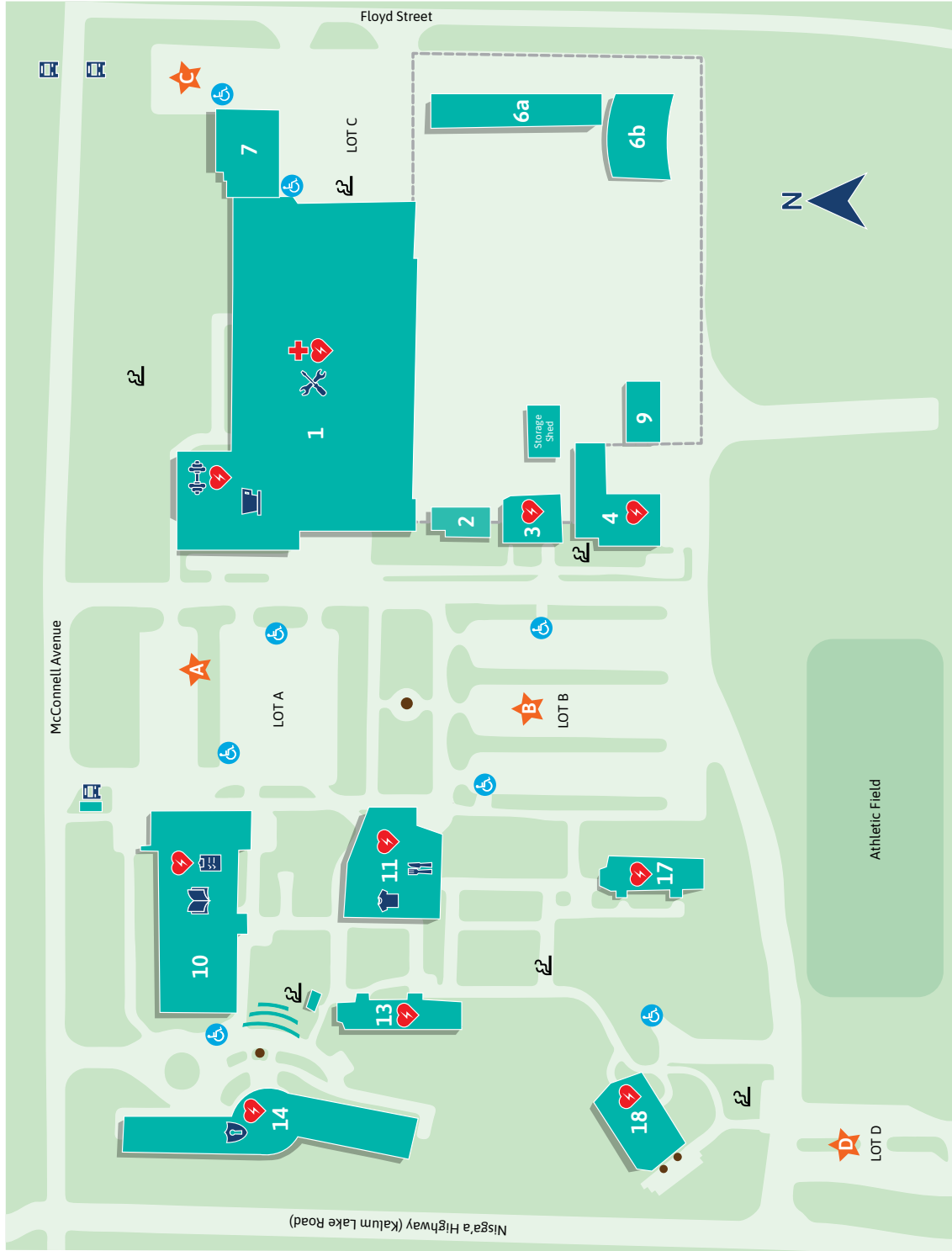
Appendix 1: Campus Map

Terrace Campus

5331 McConnell Ave
Terrace BC V8G 4X2
250.635.6511

Legend:

- 1 Waap Amgam (House of Cedar)
Cedar Café
First Aid Station (Rm 1117A)
Tool Crib
Fitness Centre
- 2 Compressor Room
& Gas Storage
- 3 Waap Freda Diesing
(House of Freda Diesing)
- 4 Boilerhouse
& Maintenance Shop
- 6 Storage Bays & Cover-all Building
- 7 Paces Daycare
- 9 Grounds Storage
- 10 Waap Sa'mn (House of Spruce)
Registration Desk
Library
- 11 Waap Haawk (House of Birch)
Birch Grill & Cafeteria
Campus Bookstore
- 13 Waap Sginiis (House of Jackpine)
Student Housing
(where learners are content
or comfortable)
- 14 Wii Gyemsiga Siwilaawksat
Security Office (Rm 110)
- 17 Lakelse Lake Building
- 18 Waap Galt's ap
(Community House)
Muster Points
Accessible Parking
Smoking Permitted
Totem Poles
Bus Stop
AED & Naloxone Kits
Fenced Area



Building numbers are accurate to reflect fire department site access.



■ Appendix 2: Supporting Documents

Coast Mountain College Policies & Procedures

[ADM-003, Freedom of Information and Protection of Privacy Policy](#)

[ADM-006, Student Housing Policy](#)

[ADM-006P, Student Housing Procedure](#)

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

[ADM-009P, Student Non-Academic Conduct Procedure](#)

[ADM-021, Student Appeal of Suspension to Board of Governors](#)

[EDU-007, Sexualized Violence Policy](#)

[EDU-007P, Sexualized Violence Procedure](#)

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

[HMR-003P, Bullying, Harassment, and Discrimination Procedure](#)

[HMR-007, Smoking Policy](#)

[HMR-008, Drug and Alcohol Policy](#)

Coast Mountain College Forms

[Release of Information Form](#)

[Fitness Centre Application Forms](#)

[Student Financial Aid Application](#)

Other Relevant Resources

[BC Cannabis Control and Licensing Act](#)

[BC Cannabis Distribution Act](#)

[BC Fire Safety Act](#)

[BC Tobacco and Vapour Products Control Act](#)

[Canada Controlled Drugs and Substances Act](#)

[Canada Good Samaritan Drug Overdose Act](#)

[Criminal Code of Canada](#)



Coast Mountain College Student Housing Office

📞 250.635.6511 | 1.877.277.2288

✉️ housing@coastmountaincollege.ca

🌐 www.coastmountaincollege.ca

📍 5331 McConnell Ave
Terrace BC V8G 4X2