

# ➤ RESIDENCE HANDBOOK

& RESIDENCE COMMUNITY LIVING STANDARDS



Owen Sound Campus Residence



# WELCOME TO YOUR HOME AWAY FROM HOME!

Dear Student:

As the Manager, I would like to officially welcome you to your new home.

Our mission is to provide an environment that supports the educational and social development of our students. Living in Residence is a unique experience that will provide opportunities for you to learn more about yourself. You will have the pleasure of meeting people of varied backgrounds and ethnicities and will become part of this dynamic community through an active Student Residence Life Program designed to meet your needs as a student and guest of our facility. In addition to your fellow students, elders and colleagues of the Student Residence are available to assist and guide you throughout the year.

We are committed to being a positive influence on both your social life as well as your academic life. We will endeavour to ensure that your stay with us will be pleasant and enjoyable, where you will meet many new people and create memorable experiences that will last a lifetime.

I would like to extend you my best wishes for your current and future academic studies, and look forward to meeting you.

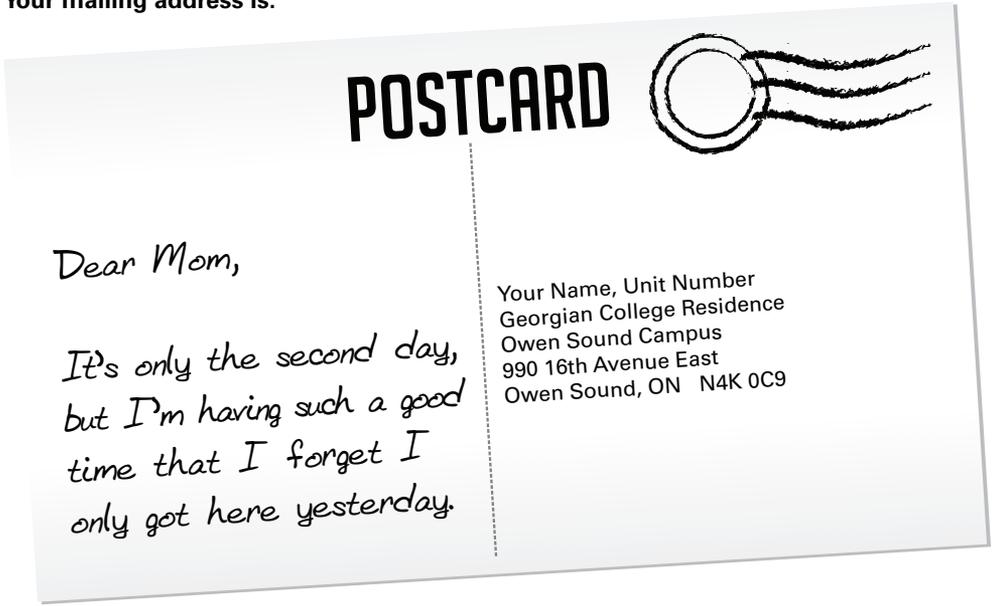
Jay Mott  
Manager

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# CONTACT INFORMATION

Your mailing address is:



Mail is delivered on weekdays and can be picked up from your mailbox. If you receive a parcel, a message will be left on your suite phone or in your mail box.

## Office Address

Mailing address for the CDC office:

Campus Development Corp  
133 Weber St. N., Unit 3, PMB# 513  
Waterloo ON, N2J 3G9

## Payment Schedule

12 Months \$7,100 (Sept to Aug)

### Option 1:

June 25 - \$\$7,100

### Option 2:

June 25 - \$4,380

October 1 - \$2,920

## Payment Method

Acceptable forms of payments are certified cheque, money order or bank draft. Please make cheque payable to Campus Development Corp and send it to:

Campus Development Corp - Owen Sound  
133 Weber St. N., Unit 3, PMB# 513  
Waterloo ON, N2J 3G9

Please ensure to include your full name in the memo section of the cheque.

# RESIDENCE LIFE STAFF

Our Residence Life staff are available to help residents adjust to all of the new experiences that come with post-secondary education, such as how to sign up for classes, what services are available on campus, social activities and events on campus as well as around town, and much more.

## **MAINTENANCE STAFF**

Maintenance staff are responsible for the daily maintenance of all common areas in the Residence. Maintenance will assess Work Requests daily and perform repairs on the building and in suites as required. They also conduct daily preventative maintenance to reduce the probability of deficiencies that may cause inconveniences to our guests and staff. Email **facilities@campusviewresidence.ca** if you require maintenance to attend to any damage or issues in your individual suite bedroom or in the common areas of the house.

## **RESIDENT ADVISORS (RA)**

The role of Resident Advisor is filled by returning students who drive the social activities and community building within the Residence. Resident Advisors provide valuable support and guidance to residents, while at the same time acting as a liaison with Residence Management. The Resident Advisors complete nightly rounds of the property. Resident Advisors are a great resource. They have the tools and knowledge to get you the answers, direction and/ or assistance you need, or can simply be someone to talk to. If you require assistance, the RAs can be reached through the RA On Call cellphone number at 519-387-2807.

# LIVING IN RESIDENCE

## STUDENT RESIDENT AGREEMENT (SRA)

Your SRA is a legal contract. You received this contract in your Acceptance Package. The SRA outlines your financial obligations as well as the rules and regulations we expect you to follow in order to maintain a secure and pleasurable living environment. It is your responsibility to read the SRA carefully and refer to it throughout your stay. If you have any questions regarding the contents of the SRA, please speak to a Manager. Please ensure you have a copy of your SRA for your records. If you do not have a copy, see the Georgian College Owen Sound Residence website: [georgiancollege.ca/campus-life/residence-housing/on-campus-residence/owen-sound-residence](http://georgiancollege.ca/campus-life/residence-housing/on-campus-residence/owen-sound-residence)

## INSURANCE

You are responsible for arranging adequate insurance coverage for all of your belongings. The Residence's insurance policy does not cover damage to or loss of your personal items. You should contact your family insurance agent to determine if you are covered under your parent's home insurance and if so, for what amount.

## APPLIANCE INFORMATION

Other than the fridge/freezer supplied in the room, no other refrigeration appliances are to be brought into the Residence. Open element hotplates, deep fryers, indoor barbecues, and fondue sets are prohibited because of potential fire and health hazards (i.e. hot oil, open elements/flames, smoke). Irons, toaster ovens, Foreman grills, electric frying pan, coffee makers, electrical kettles that are protected by an "automatic shut-off feature" may be used. A visible serial number and a CSA or UL identification tag must be present.

Appliances found in rooms that do not have a CSA or a UL identification tag will have to be removed from the residence.

## LIVING WITH YOUR ROOMMATES

Many residents come to college with great expectations about their roommates. Hopefully these impressions will be true, but stress levels have a tendency to increase during certain times of the year (i.e. exams). It is important to be aware and appreciate these stressful times as you and your roommates may experience some rough spots. It is very important that you communicate about things early so all parties can begin to understand one another.

## DISCUSS ISSUES THAT WILL AFFECT ALL OF YOU

- Cleanliness
- Study habits
- Sleep habits
- Music preferences and volume
- Sharing personal belongings
- Overnight guests

## THINGS TO REMEMBER

- Keep communication lines open.
- Be honest about how you feel and what you are thinking.
- Be willing to compromise.
- Give your roommate(s) the respect, consideration, and understanding you want in return.

- Discuss problems as they arise with your roommate(s), not with other residents.
- If things change, be sure to let your roommate(s) know. It is normal for your ideas, feelings, or even habits to change - situations change too.
- Ask your RA for help if you need it.

## **ROOMMATE CONFLICT**

If you have problems with your roommate we recommend that you speak to your RA, they may be able to help mediate the conflict. If this step is unsuccessful please feel free to come to the front desk and speak with a Manager.

## **SUPPORTING YOUR SUCCESS - PERSONALLY & ACADEMICALLY**

Moving into residence is an exciting time, but it can also be difficult. Our residence life program offers you many different resources and services to help you be successful. Please speak to your RA regarding what programs/services are available.

## **WHAT TO BRING**

- Bed linens, towels, comforter, pillows, blankets
- Cleaning products: dish soap, mop, bucket, broom, dustpan, rags, etc...
- Alarm clock/radio
- Computer
- Toaster, coffee maker, kettle, iron, toaster oven, George Forman Grill, etc...
- Laundry detergents and fabric softener
- Pots, pans, dishes, glasses, utensils, dish rack, garbage bags etc...
- Toilet paper, plunger, shower curtain, first aid kit, and personal hygiene items, etc...
- All school supplies required
- Gaming system, or DVD/Blu-Ray player – Please note, not all TV's have required connections, adaptors may be needed.

## **WHAT NOT TO BRING**

- Animals/pets, not even fish
- Weapons: hunting knives, swords, firearms
- Hot plates and deep fryers or appliances with open elements
- Candles and incense
- Kegs of beer, beer bottles, single serving glass containers
- Drug Paraphernalia
- Hooks or nails that will be placed in the wall
- Refrigerators or freezers

\*Please keep in mind that absolutely nothing is to be pinned, taped, screwed, nailed, or stapled into any wall or furnishing within your Residence room.

## DECORATING YOUR SUITE

- Nothing is to be affixed to your window to deface or compromise the general esthetics of the outside of the building
- The only acceptable form of affixing items to walls is the use of white sticky tack or 3M Command Strips
- You may not decorate the outside of your suite door
- Decorations should be fire-retardant or flame-proof
- Strings of indoor lights should not be in direct contact with any flammable materials and should not be left on while the room is unattended
- Real trees/plants are not permitted in the Residence
- Artificial snow is not permitted in the Residence

## HEALTHY LIVING

In a Residence environment it is much easier for communicable diseases to spread. Here are some strategies to help keep you healthy and avoid catching some of the germs that may be prevalent from time to time:

- Keep up to date on your immunizations
- Wash your hands frequently
- Don't share drinks or cigarettes
- Limit your contact with others when you are ill
- Get plenty of rest
- Eat a balanced diet
- Live a balanced life
- Maintain a clean suite

## PERSONAL SAFETY

- For safety reasons, lit candles, cigarettes or incense are not permitted in the building.
- You risk your life and other's if you tamper with fire equipment.
- If you bring friends into Residence you are responsible for their actions and conduct.
- Over consumption of alcohol can lead to harm or death.
- Illicit drugs are not welcome in Residence.
- If you are concerned about your safety or anyone else's, talk to the RA on duty.
- Always lock your room when you are not there.
- If you are taking prescription drugs, talk to your doctor about the effects of alcohol.
- Safe decisions regarding sex require a clear mind.
- Alcohol inhibits your ability to hear and give consent.

# PERSONAL RESPONSIBILITY

## RESIDENCE SECURITY

Safety and security is the responsibility of every resident. All the safeguards and rules put in place by the Residence management and the Institution are for your safety and protection. Circumventing rules by lending keys or letting strangers into your house can only lead to problems. Lock your room and house door at all times and do not leave your valuables unattended as neither the Residence nor the college is responsible for missing items.

## ROOM KEY

Upon Move-In, you will be given a house key and a separate key to access your bedroom. Keep your keys with you at all times as it is your access into your house/bedroom. If you are locked out of your room, you will need to contact an RA or your roommate to gain access. Do not lend your keys to anyone! This is a violation of security and you will be subjected to disciplinary sanctions.

## GUESTS & OVERNIGHT PROCEDURES

Residents are permitted to have up to two (2) guests at a time within the residence. Residents are responsible for their visitor(s) and their actions while they are at the residence and must remain in the company of their visitor(s) at all times. (Never allow a visitor into the building that you do not know). Residents may be asked to register their visitor(s) with Residence Staff at any time. Visitor(s) are permitted to stay up to a maximum of two (2) consecutive nights in Residence or no more than ten (10) nights in any one (1) given month. Please refer to the Residence Community Living Standards for specifics on visitors and your obligations.

## WITHDRAWAL FROM RESIDENCE

If you find yourself in a situation where you can no longer live in Residence, you must speak with a Manager immediately. Moving out of Residence early does have financial implications. Please refer to the SRA for an explanation of your financial obligations.

## MOVE-OUT

You will be required to move out of housing by August 27. Please note that it will take approximately six to eight weeks after your departure for you to receive your \$500.00 Security Deposit refund less any outstanding fees. Care must be taken to avoid damage to doors, frames, walls, floor coverings, and any part of your room/suite and the Housing common areas during your move-out. Please note that "23 quiet hours" will be in effect throughout the exam week(s).

## **NOISE**

The key to successful Residence living is in cooperation with and respect for other students. The volume of voices, TV's, and stereos must be contained within your room at all times.

## **QUIET HOURS**

Sun to Thurs	11pm - 8am
Fri and Sat	1am - 8am
Exam Period	23hrs

## **ALCOHOL AND ILLEGAL ACTIVITIES**

### **ALCOHOL USE**

Alcohol may be consumed only by those persons, whether a resident of the Residence or not, who have attained the minimum age under applicable provincial law and shall be consumed only in such areas of the Residence as may be designated by the Institution or the Manager. The Resident accepts responsibility for any damage resulting from the use of alcohol anywhere in the room or in the Residence. Alcohol sold in individual single serving glass containers (i.e. beer bottles, coolers, etc.) or kegs (of any size) are prohibited from entering the Residence and will be confiscated by the Manager. Residents are permitted to bring plastic or aluminum cans into the Residence. As the safety of the Resident and the Residence community is paramount, the illegal use or abuse of alcohol will not be tolerated.

### **ILLEGAL ACTIVITIES**

While in the Residence, the Resident and the Resident's visitor(s) shall not use, consume nor permit to be used or consumed any illegal, controlled or banned narcotics or substances, or engage in or permit to be engaged in any illegal activity of any kind anywhere in the Residence.

The Resident acknowledges that the Manager or its agents may enter the Room without prior notice (whether or not the Resident is present). Any Resident charged and convicted under the Criminal Code of Canada as a result of any of the above will have their residency terminated immediately, without any financial compensation to the Resident.

### **SMOKING POLICY**

Smoking is not permitted anywhere in the Residence or on or about the lands on which the Residence is situated, except as permitted by the Institution or municipal by-law.

# RESIDENCE SERVICES

## PARKING

As there is a limited supply of parking spaces at the Residence, parking permits will be made available to residents of on a first come, first serve basis. If you require a parking space for the academic term you can request one on the Student Information form included in your acceptance package. Please be advised that there is a parking fee of \$40/month to park at the residence. The parking permit must be clearly displayed from the rear view mirror at all times, otherwise you may be ticked or towed at owner's expense.

Parking privileges may be suspended or cancelled by the Residence at anytime for just cause. The residence and its employees are not liable for any loss or damages to vehicles or contents of vehicles parked on the residence property due to theft, fire, impoundment or other causes.

## MAINTENANCE

Should you require maintenance to your room of any kind (i.e. electrical, mechanical, heating or plumbing), please submit a Maintenance Request at [facilities@campusviewresidence.ca](mailto:facilities@campusviewresidence.ca). When tending to maintenance requisitions, authorized residence staff will enter the room (usually between the hours of 8:00am to 4:00pm unless there is an emergency). Plugged toilets and sinks are the responsibility of the Resident to clear.

Damages to the common areas of your room are the collective financial responsibility of both you and your roommates. Where possible, damages that can be traced to an individual will be billed to that individual only. Damages to the building or property caused by your guests will also be your financial responsibility.

## GARBAGE/RECYCLING

Students are responsible for removing their own garbage and recycling from their unit. Please be kind to the environment and recycle the following: plastic bottles, paper, glass bottles, magazines, books, newspapers and food cans at the recycling stations located in the garbage enclosure on the residence property.

# EMERGENCY PROCEDURES

## EMERGENCY PROCEDURES

Georgian College and the Residence staff are committed to making your stay at the Georgian Residence – Owen Sound (hereinafter referred to as ‘the Residence’) as safe as possible. Our well-trained, professional staff is dedicated to working with you to ensure a high level of public safety.

We hope the information below will heighten your awareness of the fire procedures for this building and clarify what is expected of you in the event of a fire alarm. These procedures apply to all occupants of the Residence, including but not limited to students, guests, visitors, Georgian and CDC employees, Faculty, and service providers/contractors.

## FIRE

If there is a fire in your room or suite:

- Advise all suite occupants to leave
- Close all doors behind you
- Leave the your unit/suite through the front or back entrance
- Contact the Fire Department
- Meet the firefighters and direct them to where the fire is located

**DO NOT RETURN UNTIL IT IS DECLARED SAFE TO DO SO BY A FIRE OFFICIAL.**

## STUDENTS WITH DISABILITIES

For students with mobility impairments, please contact the Housing Management upon move-in to discuss evacuation procedures. Students with a hearing impairment will be placed in a suite that is equipped with a strobe light that will notify them of a fire alarm.

## HEALTH EMERGENCY PROCEDURES

Call 911 and request that an ambulance.

## ALARMS /SMOKE DETECTORS

Housing suites are equipped with two types of fire alarms, an audible smoke detector and a heat detector. The smoke detector is activated by minor smoke within the suite. Once the smoke detector has been triggered, only the alarm within the suite will be activated. Open your windows and turn on the bathroom fan to clear the smoke from the room. If the smoke is serious, exit the room and inform an RA or call 911 for emergency services if required. The heat detector is set off by excessive heat within the suite. Once the heat detector has been triggered, it will set off the fire alarm.

The Housing hallways are equipped with a smoke detector/heat sensor. Minor smoke or excessive heat will activate the building alarm. Everyone must evacuate the Housing immediately. If someone activates the building alarm, under the Provincial Fire Code, a fine could be applied. The Fire Department has a zero tolerance regarding smoke alarms that are tampered with. Please note the Housing staff will be testing the smoke detector regularly in your suite. Testing the smoke detector ensures that it has not been intentionally disabled. Any occurrence could result in disciplinary sanctions from Management and/or a charge under the Fire Protection and Preventions Act.

# ENERGY AND WASTE REDUCTION

We at Georgian College Residence are dedicated to saving energy and helping the environment. Because of rising costs of energy and depletion of natural resources we are trying to be a more energy efficient/conscious building. Please read over these tips and try to put them to use.

## HEATING & COOLING

- To save money on heating costs, reduce the temperature when you're away.
- Keep blinds, shades, and drapes closed during the hottest part of the day in the summer. (And open blinds on sunny winter days!).
- Do not block your vents, the vents allow air to circulate.
- You can turn off the AC when you leave for the day. Contrary to popular belief, this method uses less electricity than having the AC constantly maintain a cool temperature!

## WATER HEATER

- Let us know if your faucets are leaking – the little drips can add up.

## REFRIGERATOR

- Set the temperature for only as cold as you need.
- Don't overfill the refrigerator, as this blocks air circulation.
- Conversely, a full freezer will perform better.
- Allow hot foods to cool before putting them in the refrigerator.

## KITCHEN

- When using the stove, be sure to put lids on pots in order to keep the heat in the pot.
- Use an electric kettle or microwave to boil water – not the stove, which is less efficient.
- Don't use a bigger pot than you need, and match it to the right size element.
- A general rule: for smaller cooking jobs, use smaller appliances (i.e. instead of the stove, use the electric kettle, toaster oven, or microwave).
- Microwave ovens use up to 75% less energy, so whenever possible use a microwave instead of your stove or oven.

## MISCELLANEOUS

- Computer and related components use electricity even when they are not in use.
- Plug each computer component into a power bar that can be shut off.
- Make sure you enable your computer's energy-saving features.
- Be sure to at least shut off the computer screen, as 60% of the power used is by the monitor!
- Less energy is consumed when computers and monitors are turned on and off (as often as required) then when left on over time. In fact, all electronic devices use more energy when left on, as opposed to being turned on and off as needed.

## LIGHTING

- Turn off lights whenever you leave a room or don't need them, even for just a few minutes.
- Opening your blinds is a free way to brighten up a room.
- Keep light fixtures clean – a cleaner fixture is a brighter fixture.
- Contrary to popular belief, less energy is consumed when lights are turned on and off as you come and go than if a light is left on all the time.

## HELP SAVE ENERGY!

1. Turn off lights when you leave.
2. Turn off televisions, computers, and radios when you leave.
3. Turn thermostat down or off when you leave.
4. Keep air circulation vents unobstructed.
5. Conserve water wherever possible.
6. Use windows and blinds for natural lighting and climate control.

## RECYCLING

Recycling is important for a lot of other reasons. Every recycled glass jar, pop can or newspaper helps to protect the environment. For example:

- Using recycled paper to make paper products requires 65 per cent less water;
- Recycling 1 tonne of newsprint saves 19 trees;
- Recycling 1 tonne of glass reduces the equivalent of 1,057 kilograms of carbon dioxide emissions (carbon dioxide is one of the greenhouse gases which causes global warming)
- Recycling 1 pop can saves enough energy to power the average television set for 108 minutes.

## WHAT CAN I RECYCLE?

1. Metal cans
2. Glass jars and bottles
3. Plastic containers
4. Aluminum trays and foil
5. Newspapers, magazines, books, phone books
6. Milk and Juice cartons
7. Cardboard

## WHAT CAN'T I RECYCLE?

1. Coffee cups
2. Styrofoam
3. Dishes
4. Plastic tubs (used for leftovers)

## COMPACT FLUORESCENT LIGHT BULBS

Each room has been fitted with compact fluorescent light bulbs. Compact fluorescent light bulbs last up to ten times longer and use 75% less electricity than an equivalent incandescent light bulb. Global warming is caused by greenhouse gases such as carbon dioxide, a by-product of all types of energy consumption. By using energy more efficiently we can help to reduce the rate of climate change and the damage to the environment. According to the Energy Star program, if everyone in the U.S. replaced one regular light bulb with a compact fluorescent, it would have the same effect as taking one million cars off the road.

# RESIDENCE COMMUNITY LIVING STANDARDS

The residence community is a place that promotes a safe and peaceful environment that supports the academic success of Residents as well as their personal and social development. We aim to ensure that it is inclusive, responsible, and respectful. The Residence Community Living Standards (RCLS) has been created in consultation with students and staff at colleges and universities across Canada to ensure the residence environment achieves this goal.

Within the RCLS, the following items are discussed and defined:

- 1. Objectives of the Residence Community Living Standards** (our goals for the community)
- 2. Rules that Affect You in Residence** (residence rules, Georgian College policies & Canadian laws)
- 3. Residence Citizenship** (your rights, responsibilities and privileges)
- 4. Offences and Sanctions** (rules and consequences)
- 5. Judicial Procedures** (incident reports, meetings, and appeals)

## 1. OBJECTIVES

- To create a safe, secure, responsible and respectful community by outlining the positive standards of behaviour expected within the residence community and holding Residents and their Guests accountable for behaviour that violates these standards and encouraging Residents to resolve their community living issues in a mature fashion.
- To create an environment conducive to academic success by promoting behaviour among Residents and their Guests that creates an effective learning environment.
- To create an environment conducive to personal growth and development by educating Residents about the effect that their choices may have on themselves and others around them and providing Residents with an opportunity to learn from their behaviour.
- To create a fair environment by following the Principles of Natural Justice and Procedural Fairness and clearly defining the standards and processes that Residents, Guests and Staff are expected to follow.

## 2. RULES THAT AFFECT YOU IN RESIDENCE

Residence policies and procedures are related to where and how a student lives in Residence on Georgian College's campus. These are detailed in the Student Residence Agreement, the Residence Handbook and the RCLS. Georgian College policies and procedures are related to an individual's status as a student of Georgian College and their behaviour on campus, which includes residence. Therefore, as a residence student your actions in residence can also affect your academic status.

Municipal, Provincial and Federal laws and by-laws are related to you being a citizen in the city, province and country. The standards outlined by Residence and Georgian College are informed by these laws. Residence and Georgian College Staff aim to ensure that all of these standards of behaviour are respected and maintained.

Normally the Residence policies and procedures and Georgian Colleges policies and procedures act independently of one another. However, Residence shares all reports alleging level 2 and 3 offences with Georgian College. In situations that create a concern for the safety and security of students in residence and on campus, all important information will be shared between appropriate Residence and Georgian College officials. In serious cases, allegation(s) may be investigated by both the Residence and Georgian College and the student will be subject to the sanctions under both sets of policies and procedures.

For more information about Georgian College policies and procedures please refer to the Academic Policies webpage ([www.georgiancollege.ca/admissions/policies-procedures](http://www.georgiancollege.ca/admissions/policies-procedures)).

If you have questions about Residence policies and procedures please contact the Residence staff.

## **SCOPE & APPLICATION**

The RCLS apply to all Residents and their Guests. They are in effect:

- (a) on Residence property, including in all Residence buildings and the grounds of the Residence;
- (b) at off-campus events sponsored by Residence or a recognized student leadership groups in residence;
- (c) when the conduct of a Resident has a substantial link to Georgian College, direct implications for the proper functioning of Residence; the well-being of Residents; the educational mission of Georgian College; or the interests or reputation of Residence and/or Georgian College. This includes any behaviour observed or carried out through an online medium, by using text, audio, video or images, including but not limited to Facebook, YouTube, MySpace, and Twitter will be treated as an Offence detailed within these standards.

## **AUTHORITY**

The RCLS is intended to be clear to all readers. If you have a question, consult Residence Management, as they have the authority to interpret the Standards.

The RCLS attempts to identify a range of behaviours that constitute Offences. Residence reserves the right, in extraordinary circumstances, to identify and sanction conduct that may not be specifically described, but which clearly does not support the stated Objectives of the RCLS or Georgian College Polices.

## **PROTECTION OF PRIVACY**

Residence respects the privacy and personal information of residence students and will comply with the Freedom of Information and Protection of Privacy Act regarding the gathering, retention, safeguarding and disposal of personal information.

All concerning behaviours and allegations of offences documented in Incident Reports will be made available to the Resident, Campus Security, the Office of the Dean of Students, and the office of the Vice President, Student Engagement, upon request.

All Residence reports, files and records, both paper-based and electronic, will be kept for a period of seven (7) years after the termination of the Student Residence Agreement.

### 3. RESIDENCE CITIZENSHIP

You are a citizen of the residence community and a student of Georgian College. You therefore have certain rights and responsibilities. Your privileges are yours to maintain by respecting the rules of Residence and Georgian College. Rights should NOT be confused with Privileges.

As a good citizen of our Residence Community, you acknowledge in a responsible way your rights, responsibilities and privileges as well as the rights, responsibilities and privileges of others. We hope that you participate in the community in a positive way and you do your part to create and maintain an environment that encourages academic success and social growth.

#### RESIDENTS' RIGHTS

Within the Residence Community you, as a Resident, have the right to:

- (a) enjoy the rights and freedoms recognized by law, subject only to restrictions that ensure the welfare and advancement of the Residence Community, as detailed in the RCLS,
- (b) be free from discrimination, on the basis of race, ancestry, religious beliefs, physical ability, marital status, colour, place of origin, gender, mental disability, family status, source of income, age or sexual orientation,
- (c) enjoy an atmosphere intended to remain free from behaviour which is reasonably interpreted as unwelcome; including (but not limited to) remarks, jokes or actions which demean another person and/or deny individuals their dignity and respect,
- (d) study, work, read and sleep in your unit/suite/room without undue interference from unit-mates or others,
- (e) occupy your assigned unit/suite/room and use its furniture, effects and services,
- (f) expect that unit/suite/roommates will respect your personal property,
- (g) expect reasonable cooperation from others when you are sharing common rooms/facilities,
- (h) live in a clean environment, requiring a joint and equitable effort from you and your unit/suite/roommates,
- (i) reasonable privacy from unit/suite/roommates or others,
- (j) have your concerns considered by Residence Staff,
- (k) have all reported offences investigated in a reasonable amount of time and efficient manner,
- (l) expect confidentiality from Residence Staff with regards to all personal and student conduct related information.

#### RESIDENTS' RESPONSIBILITIES

With your rights come corresponding expectations of behaviour within the Residence Community. As a Resident you have the responsibility to:

- (a) read, understand and abide by Georgian College Calendar, codes, policies and regulations, guidelines and processes, including the Student Residence Agreement, Residence Student Handbook, and RCLS,
- (b) recognize the authority of all Residence and Georgian College Staff acting in the scope of their position and to be responsive and cooperative in all dealings with them,
- (c) treat with respect, civility, courtesy and consideration all Residents, Residence Staff and Georgian College Officials and conduct yourself in a way that permits them to be successful academically and/or perform their duties,

- (d) take all actions associated with good citizenship, including reporting violations of Residence and Georgian College policies, and taking all reasonable measures to ensure the safety and security of the Residence Community,
- (e) seek help or resources to protect and ensure your personal health, safety and wellbeing, including addressing issues of self-harm which have the potential to occur by action or neglect, including self-abuse, eating disorders, suicide attempts, underage drinking, alcohol abuse or negligence related to health, hygiene or medications,
- (f) attempt to resolve unit/suite/room/community problems on your own before you ask your RA to assist you in this process,
- (g) conduct yourself and contribute in a positive and productive way to the Residence Community through active participation,
- (h) respect the rights, privileges and privacy of your unit/suite/roommates, work with them cooperatively to keep your unit in a clean and tidy condition,
- (i) respect the rights, privileges and property of all other Residents and their Guests, and of the neighbouring community,
- (j) take full responsibility for the conduct of Guests, accompany them at all times within the Residence Complex and ensure that Guests are aware of, and abide by, Residence and Georgian College policies,
- (k) conduct yourself in a way that ensures the Residence facilities and grounds are kept in good condition, including keeping your assigned room and suite common areas in a clean and sanitary condition,
- (l) secure your personal property and obtain personal contents insurance,
- (m) permit Residence or Georgian College Staff or its officers entry when there is a reasonable apprehension of danger or harm, or for the purpose of inspecting the condition of the unit/suite/room and its contents,
- (n) be solely liable to Georgian College for any loss or damage to your room and its furniture, telephone and effects of Georgian College; liable for loss or damage to the public facilities, furniture and equipment of the Residence, including Common Areas; and liable for any damages caused by Guests,
- (o) actively check your Residence voice mail and Georgian College email account on a regular basis for messages from Residence Staff,
- (p) carry your Georgian College ID and show it when requested by Residence or Georgian College Staff.

## RESIDENTS' PRIVILEGES

Privileges enhance the lifestyle in Residence because they add to the pleasure of the academic and social experience. Privileges are granted to Residents upon arrival, based on the principle that Residents are expected to conduct themselves in accordance with the RCLS. There is an important difference between Rights and Privileges. You can expect your Rights to be respected all the time, and you can maintain Privileges with behaviour in accordance with our RCLS. Privileges can be taken away through the judicial process if conduct does not comply with our RCLS.

### It is a privilege for you to:

- (a) live in Residence,
- (b) use the Common Areas and Facilities and their furniture, equipment, effects and services,
- (c) have unit/suite/room assignments to live with your friends,
- (d) to live in Residence in future years,
- (e) consume alcohol within your assigned unit/suite/room or as a Guest in another Residents unit/suite/room, and only if you are of the legal drinking age,

- (f) use sound broadcast equipment, approved musical instruments or computer speakers or subwoofers,
- (g) invite and host Guests in Residence,
- (h) be a Guest in areas outside your assigned room/unit/building and/or enjoy access to the Residence Complex, outside your assigned room/unit/building,
- (i) participate in events and activities facilitated or sanctioned by Residence.

## 4. OFFENCES AND SANCTIONS

An offence is any unacceptable conduct, actions or neglect that violates the RCLS, Student Resident Agreement or Georgian College’s policies. Offences are described and classified based on three levels of increasing severity. Sanctions are the consequences for offences, which are described in detail in subsequent sections of the RCLS. At each level of offence and/or after repeated offences the severity of the sanctions will increase.

**Level 1 Offences:** Actions that interfere with the rights of another individual or community to the peaceful use and enjoyment of their space in residence.

**Level 2 Offences:** Actions that create a significant nuisance and/or disturbance to an individual or community and/or repeated level one offences.

**Level 3 Offences:** Actions that endanger the safety and security of an individual; significantly compromise or damage personal or Residence/Georgian College property; attack the dignity/integrity of an individual; contravene the laws of the land; and/or repeated level two offences. **\*Please note that any Level 3 Offence may warrant an eviction.**

### OFFENCES

The offences listed in the RCLS summarize policies stated in the Student Residence Agreement (SRA) and are found to be consistent with Georgian College policies and values. Where applicable, reference is made to these policies.

#### 1) Advertising, Soliciting, Campaigning and Selling

<b>Note:</b> Residents or other community members who wish to campaign or advertise activities associated with the Residence or Georgian College are required to speak with a Residence Staff member to seek permission to do so.	
Level 1	<ul style="list-style-type: none"> <li>a) Displays in windows or other prominent places that are not in observance of Canadian law and the principles supporting those rules, College Policy or the RCLS (i.e. promoting alcohol, illegal substances, pornography, or other inappropriate activities or messages).</li> <li>b) Unauthorized advertising, soliciting, promoting, or selling of products, events and services in Residence.</li> <li>c) Unauthorized campaigning in residence.</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>d) Operating a business out of your residence room.</li> </ul>

## 2) Alcohol

Level 1	<ul style="list-style-type: none"><li>a) Open alcohol, where prohibited. Alcohol is only permitted to be consumed in individual residence rooms/suites.</li><li>b) Possession of single serving glass containers (i.e. beer bottles, coolers).</li><li>c) Possession of drinking paraphernalia. Examples of drinking paraphernalia include funnels and beer bongs.</li><li>d) Possession of 'common source' large volume alcohol containers. A large volume alcohol container is defined as: (a) a container that holds more than 500mL of beer or (b) a container that holds more than 1.18L (40 ounces) of any type of alcohol other than beer (such as wines and spirits). Examples of 'common source' alcohol containers include kegs, mini kegs, and Texas Mickey's.</li></ul>
Level 3	<ul style="list-style-type: none"><li>e) Consumption of alcohol by Residents and Guests under the legal drinking age or those on alcohol probation.</li><li>f) Drinking games or promotion of a social function which has the consumption of alcohol as its central focus or purpose, because these activities promote irresponsible and dangerous alcohol consumption.</li><li>g) Imposing the physical effects of intoxication on the Residence Community, for example vomiting, passing out, aggressive or significantly disruptive behaviour, or needing medical assistance.</li><li>h) Making or selling alcohol in residence.</li><li>i) Purchasing or supplying persons under the legal drinking age with alcohol.</li></ul>

## 3) Cleanliness

Level 1	<ul style="list-style-type: none"><li>a) Littering</li><li>b) Failure to keep your Room in a clean and sanitary condition.</li><li>c) Improper disposal of refuse, including leaving garbage bags outside of your Room.</li><li>d) Collection of empty containers, bottles or cans that is judged by Residence Staff, for sanitary reasons, to be beyond recycling purposes.</li></ul>
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## 4) Damages and Vandalism

Level 2	<ul style="list-style-type: none"><li>a) Marking any surface through action or neglect, that is not deemed normal wear and tear.</li><li>b) Actions or neglect that leads to or has the potential to lead to damaging, offensive, or harmful problems in Residence, including water damage, odours, and insect/rodent infestation.</li><li>c) Failure to keep your furniture, fixtures and appliances in a good state of repair.</li></ul>
Level 3	<ul style="list-style-type: none"><li>d) Behaviour that causes, or has the potential to cause significant damage through action, carelessness or negligence.</li><li>e) Willful damage, vandalism, graffiti or neglect that leads to damage to the residence, Georgian College or private property.</li></ul>

## 5) Disruptive Behaviour

Level 1	<p>a) Throwing, dropping, kicking or knocking objects from/at residence buildings, windows, or stairwells, whether intentional or unintentional.</p> <p>b) Participating in physically-active games or sports inside Residence which could disturb Residents, Staff or the surrounding community or cause damage to facilities or personal injuries.</p>
Level 2	<p>c) Creating or permitting behaviour in Residence which is a nuisance or annoyance to Residents, Residence Staff, the surrounding community, or to the supplier of services authorized by Residence or Georgian College. This includes pranks/raids or similar actions that could be damaging to personal, Residence or Georgian Collegial property or reputation.</p>

## 6) Facilities and Furniture

Level 1	<p>a) Removal of furniture, appliances, window screens or other fixtures from assigned rooms/units and placing them elsewhere.</p>
Level 2	<p>b) Alteration or renovation of Rooms, furniture, or equipment.</p> <p>c) Installation of unauthorized furnishings, equipment or devices. This includes internet, phone, and cable.</p> <p>d) Failure to keep access clear to electrical panel, heating unit and maintenance access.</p>

## 7) Visitor(s)

	<ol style="list-style-type: none"><li>Residents may have up to two (2) guests at a time.</li><li>While each guest is in the Residence, the Resident must remain in the company of the guest at all times until the guest leaves the building.</li><li>Guests are permitted up to a maximum of two (2) consecutive nights and no more than ten (10) nights in any one (1) given month.</li><li>Guests should not in any way interfere with the rights of a roommate or other Resident to privacy, access, sleep or study at any time or anywhere within the Residence.</li><li>A guest is any non-resident of the Residence building, or any resident of the building visiting within your residence suite. Anyone (non-resident or resident) who is invited to, accompanied on, accepted or admitted to the residence property is deemed to be a guest of that Resident.</li><li>Failure to be present does not mitigate or relieve the Residents responsibility for their guest's behaviour. Residents are responsible for their guest's behaviour whether they participated in, condoned or were aware of that guest's behaviour or not. The specific sanction(s) will be determined by the list of possible sanctions for the offence(s) committed by the guest.</li><li>The Residence requires any guests 16 years or younger visiting the residence without a parent/guardian to have a signed form of consent from their parent/guardian. This form will also include contact information for the parent/guardian. The Residence reserves the right to call a parent/guardian in the event of a medical emergency or due to behavioural conduct.</li></ol>
Level 1	<p>a) Failure of Resident to be with their Guest at all times in Residence.</p> <p>b) Permitting a guest to stay over the limit of two (2) nights consecutively or ten nights (10) in any given month (1) without approval from management.</p>

Level 2	<ul style="list-style-type: none"> <li>c) Hosting a Guest during Georgian College Orientation or when Exam Quiet Hours are in effect.</li> <li>d) Living or permitting someone else to live in a room/unit without an approved assignment from Residence.</li> </ul>
Level 3	e) Hosting a guest who is in violation of any RCLS sanction including alcohol, illegal substances, respect and cooperation, disruptive behaviour, harassment and discrimination, noise and quiet hours, weapons, smoking etc. All residents are responsible for the actions and behaviours of guests signed in with them at all times while in the Residence.

## 8) Harassment and Discrimination

<p><b>Note:</b> Every individual has a right to a safe, respectful environment that is free from attacks on their dignity/integrity. Harassment is defined as any attention or conduct (oral, written, graphic, electronic or physical) by an individual or group who knows, or ought to reasonably know, that such attention or conduct is unwelcome, unwanted, offensive or intimidating. Bullying and hazing will be considered harassment under this policy.</p>	
Level 2 & 3	<ul style="list-style-type: none"> <li>a) Failure to abide by Georgian College policies and procedures, including the Student Code of Conduct, Harassment and Discrimination Prevention, and Violence Prevention.</li> <li>b) Any conduct that could be deemed as bullying, including cyber bullying, or bullying on social media be it via a group or an individual</li> <li>c) Any statement, action, or display that could be deemed as inappropriate or derogatory towards an individual or a group</li> </ul>

## 9) Illegal Substances

<p><b>Note:</b> Any observations about the behaviour, speech, odour or physical surroundings of an individual that cause suspicion of illegal activity will be investigated and/or reported. Under the principles of the Standard of Proof, repeated suspicious behavior pertaining to illegal activities may result in the Residence applying the full measures of discipline outlined below.</p>	
Level 1	a) Possession of paraphernalia associated with the use of illegal substances (e.g. bong, pipe, roach clip, hookah, and grinder)
Level 3	<ul style="list-style-type: none"> <li>b) Possessing, using, making, selling or being under the influence of an illegal substance in Residence.</li> <li>c) Any behaviour or activities that contravene the laws of the land (i.e. gambling)</li> </ul>

## 10) Noise and Quiet Hours

Noise levels at any time should not detract from any Residents ability to pursue academic endeavours or to enjoy a peaceful living environment. An individual's right to reasonable quiet supersedes another's right to make noise. The following items are prohibited: large musical instruments (i.e. drum sets), surround sound systems or noise producing devices such as subwoofers and PA systems.

**Consideration Hours** are in effect 24 hours a day, 7 days a week.

**Quiet Hours** are observed in Residence: Sunday to Thursday: 11:00pm – 8:00am; Friday and Saturday evenings: 1:00am – 8:00am.

**Exam Quiet Hours** begin at 11:00pm on the Friday evening before the final examination period, which means quiet hours are extended to 23 hours a day. Residence will define a Relaxed Hour during the evening when programming by Residence Staff may occur.

As a general rule, noise from your room/unit that is audible outside your room, including in hallways, common areas, neighbouring units or buildings, will be addressed by Residence Staff during quiet hours.

Level 1	a) Non-compliance with Consideration Hours or Quiet Hours. b) Possession of large musical instruments. c) Use of musical instruments or sound equipment.
Level 2	d) Non-compliance with Exam Quiet Hours. e) Excessive noise that interferes with the academic work of Residents and/or significantly disturbs the residence community and/or our neighbouring communities.

## 11) Pets

Level 2	a) Keeping any animal or pet in residence.
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## 12) Respect and Cooperation

Level 2	a) Failure to respond to the written or verbal direction of Residence or Georgian College Staff. b) Demonstrated lack of respect, civility, courtesy, or cooperation with a member of the residence community, including residents, visitors, residence staff, and Georgian College Staff. This includes inappropriate and/or offensive language. c) Failure to provide identification, or providing false identification when asked from a residence or Georgian College Staff. d) Providing a false report of an incident or impeding an investigation.
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### 13) Restricted Areas & Unauthorized Entry

Level 3	a) Unauthorized entry into restricted areas of Residence, including rooftops, basements, utility rooms, offices, etc. b) Entry into another Residents Room without the consent of that Resident.
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### 14) Safety, Security and Fire Prevention

Level 1	a) Propping open a fire door, which includes room doors. This may include using the deadbolt or another item to prevent it from locking and/or to hold the door open. b) Improper use of an emergency exit. c) Entering and exiting of Residence through windows.
Level 2	d) Possession or use of candles, incense, lava lamps, flame cooking devices, indoor barbeques, deep fryers and the like are prohibited. e) Covering or removing smoke and/or heat detectors. f) Blocking hallways, stairwells, exits and access to fire safety equipment. g) Permitting entry of any individual (Resident, non-Resident or other) into Residence, either by opening a door or giving Residence keys or swipe cards to that individual. h) Overloading or tampering with electrical systems. i) Tampering with video surveillance equipment or systems.
Level 3	j) Possession or use of explosive or flammable material (i.e. firecrackers, fireworks and barbecue propane tanks). k) Discharging, tampering with, covering or operating any fire prevention or detection equipment for any purpose other than the control of a fire. l) Actions or neglect that leads to a fire. m) Failure to evacuate during an alarm. n) Careless driving on Residence grounds. o) Actions, carelessness or neglect that causes an elevator to stall and/or require repair.

### 15) Smoking

Level 2	a) Smoking in residence is not permitted, including but not limited to the use of cigarettes, e-cigarettes and vaporizers. b) Smoking in an outdoor location on residence grounds is not permitted by Residence or Georgian College. Note: Georgian College requires that smoking be at least 10 meters from a campus building, especially next to windows, entrances and exits.
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### 16) Technology Misuse

Level 2	a) Failure to abide by Georgian Colleges technology and internet policies.
Level 3	b) Interference with the technology of the Residence, Georgian College or another Resident. c) Copyright infringement (i.e. illegally downloading music, movies or other media using the Residence internet connection).

## 17) Unauthorized Activities

**Note:** All organized events, activities or gatherings that have the potential to cause a disturbance, or involve alcohol must be approved by Residence Management to ensure compliance with liquor, fire safety, noise and other applicable policies.

**Note 2:** Maximum capacity of a residence room is defined as the number of Residents that live in the room plus 2 Guests each.

Level 2	a) Any gathering over the maximum capacity of a residence room. b) Any organized event, activity or gathering that has not gained the approval of Residence Management.
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## 18) Unauthorized Articles and Theft

**Note:** Only refrigeration appliances supplied with the Room are to be used. No others are to be brought into the Room. Irons, toaster ovens, coffee makers, electric kettles protected by an automatic "shut off" may be used. In order for appliances to be approved for use in the Residence, they must bear a visible serial number and a CSA or UL identification tag.

Level 1	a) Possession of equipment, keys, appliances or furnishings not authorized by Residence or Georgian College.
Level 3	b) Theft or possession of stolen property.

## 19) Violence and Aggression

**Note:** In violent or potentially violent situations residents are strongly encouraged to go to a safe place or vacate the premises if it is safe to do so and call for assistance.

Level 3	a) Any communication or behaviour that is perceived as offensive, abusive, aggressive or threatening. b) Any physical aggression or violent behaviour (consensual or not) that causes or has the potential to cause physical or emotional harm. These behaviours include, but are not limited to: sexual assault, hitting, punching, slapping, kicking, pushing, pulling, bullying, stalking, fighting, retaliation and threats of violence.
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## 20) Weapons

**Note:** A weapon is defined as any device that is designed for (or could be used for) the purpose to intimidate, threaten, harm or kill. Examples of weapons include and are not limited to handguns, rifles, air guns, pellet guns, paintball guns, BB guns, crossbows, swords, hunting knives, fishing knives, martial arts weapons, brass knuckles, replica weapons, or any other prohibited device as defined in the Criminal Code of Canada.

Level 3	a) Possession, storage, use or threatened use of a weapon and/or replica weapons.
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## **SANCTIONS**

Sanctions are consequences for behaviour that violates the RCLS, Student Residence Agreement, or Georgian College policies. These sanctions are explained in detail, including any relevant deadlines or payment information in a Decision Letter written by Residence Staff. Sanctions are intended to be primarily educational and restorative in nature.

Sanctions may be used independently or in combination for any single violation. Repeated and/or multiple violations shall increase the severity of sanctions applied.

In most circumstances, the following range of sanctions may be applied at each level of offence.

### **Level 1**

- (a) Warnings – a verbal or written caution that continuation or repetition of the offending behaviour will constitute more serious sanctions in the future.
- (b) Community Service – tasks or roles assigned as sanctions, which contribute positively to the reputation, welfare or condition of the Residence or surrounding community.
- (c) Confiscation – removal of items from the possession of Residents that violate the Residence Community Living Standards.
- (d) Educational – tasks assigned as a sanction designed to promote learning and development.
- (e) Fines – a sanction applied to a Resident whereby they are required to pay a monetary fee.
- (f) Loss of Privileges – a sanction that places restrictions on certain privileges of the Resident.
- (g) Restitution – payment for damage or loss experienced by Georgian College, Residence, Residents, Guests or others.
- (h) Wellness Agreements – a signed agreement between a Resident and Residence Management that outlines a Resident's commitment to follow a set of guidelines to ensure their personal wellness in residence.

### **Level 2**

- (i) All level 1 sanctions.
- (j) Communication Ban – a sanction that limits the privilege of a Resident to communicate freely with another Resident.
- (k) Transfer/Relocation – a sanction that will reassign accommodation either within the Residence Complex or to a location off campus
- (l) Persona non grata (PNG) or Trespass Notice – given to an individual who is denied the privilege to enter Residence. The PNG individual is also prohibited from attending any residence events which occur outside of the building. A copy of the PNG letter is filed with Campus Security. A PNG individual found or seen in residence at any time will be reported to Campus Security and may be subject to further sanctions under Residence or Georgian College policies.

### **Level 3**

- (m) All level 1 and 2 sanctions.
- (n) Behaviour Contract – a signed agreement between a Resident and Residence Management, to comply with established conditions of conduct and to refrain from specified conduct, often used when a student is placed on Residence Probation; the last step before eviction.
- (o) Residence Probation – a sanction applied as a serious warning against future Offences, usually leading to eviction when the next Offence (at any level) occurs.
- (p) Eviction – termination of the Residents Student Residence Agreement (SRA) (contract) with the Residence.

- (q) Recommendation for charges of non-academic Misconduct – a sanction where Residence Staff make a formal recommendation to Georgian College to investigate and/or charge the Resident with non-academic misconduct.

## **PRIMARY AND SECONDARY CONTACTS**

Every resident is required to identify two people as their Primary and Secondary contacts. It is suggested that these people are parents or legal guardians of the resident, as they serve as emergency contacts. They may also be contacted if any other significant concerns or problems arise with the resident, such as significant violations of the residence rules, late payments or fees, or concern for their well-being. Sections 5.01 and 5.02 of the SRA provide more details about the Primary and Secondary Contacts.

## **5. JUDICIAL PROCEDURES**

### **PRINCIPLES OF NATURAL JUSTICE AND PROCEDURAL FAIRNESS**

The Principles of Natural Justice and Procedural Fairness must prevail in Judicial Procedures to uphold the principle that justice must not only be done, but be seen to be done. The principles are explained below:

- (a) The Resident has the right to be informed of the allegation(s) of Offence(s).
- (b) The Resident is entitled to an opportunity to respond to allegation(s) of Offence(s) at a meeting with Residence Staff and is also entitled to a reasonable notice of the time, place and nature of the meeting.
- (c) The Resident is presumed not to be guilty of the alleged Offence(s) until an impartial and unbiased Decision-maker has determined the Offence(s).
- (d) The Resident is entitled to reasonable disclosure of evidence of the Incident Report prior to a decision. Fact-finding occurs at a meeting with the Decision-Maker.
- (e) At meetings to discuss level three offences, the Resident is entitled to call a reasonable number of witnesses to the meeting to discuss alleged Offence(s). This must be arranged with the decision-maker prior to the meeting.
- (f) The Resident is entitled to be advised in writing of the Decision about the alleged Offence(s) and the Sanction(s) applied, (if any). The Decision about guilt or innocence and any associated Sanction(s) should be made within a reasonable time.

### **STANDARD OF PROOF**

The information necessary to prove that an offence has occurred is referred to as the standard of proof. Outside of a court of law, the model used by Georgian Colleges is the called the balance of probabilities. The standard of proof has been met if at the conclusion of an investigation, based on all credible information, the Residence Staff believes that the incident reported probably occurred. This means that the information provided in the Incident Report and in the judicial meeting demonstrated that the violation is more likely than not to have occurred. The standard of proof for criminal cases is beyond a reasonable doubt, which does not apply in Residence Judicial Procedures.

### **INCIDENT REPORTS AND JUDICIAL MEETINGS**

A summary of the Judicial Process is presented in the chart following this section. The procedures explained in this section are applied in normal day-to-day situations but may vary in extraordinary circumstances.

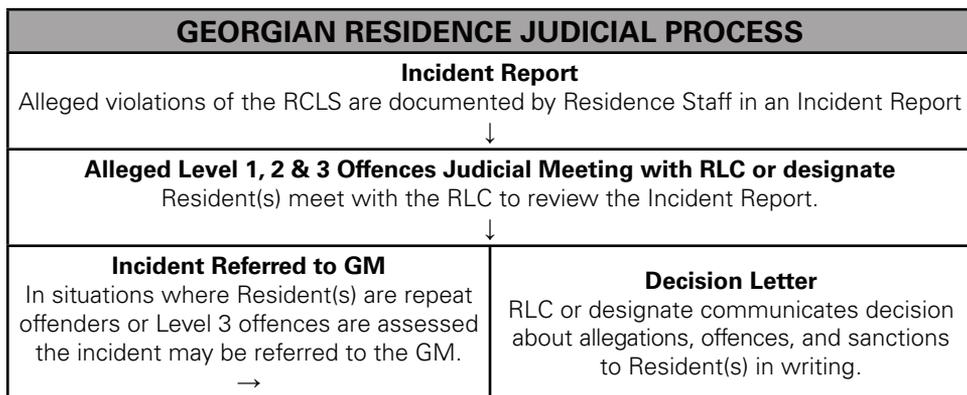
Residence Staff will record behaviours, actions or negligence that may be Offences against RCLS in Incident Reports, which will usually be written and submitted to the Residence

Office within 72 hours of the Incident. When necessary, the Incident Report may also include appendices, such as e-mails, photographs, or Security, Police, or Fire reports. Residence Staff will notify the Resident(s) of the alleged Offence(s) and will notify them of a meeting to discuss the matter within one week of receiving the Incident Report.

The purpose of a Judicial Meeting between a Resident and a Residence Staff member is to investigate allegations of offences detailed in an Incident Report. This is the opportunity for Residents to be heard and explain their behaviour to the Residence Staff member. While these meetings must comply with the Principles of Natural Justice and Procedural Fairness and may result in formal sanctions, they are not designed to be highly formal in nature. At the conclusion of the meeting the Residence Staff member will follow-up with the Resident in writing with a Decision Letter within one week of the meeting, which will outline all necessary decisions about offences, sanctions and any related deadlines. If the Resident fails to attend the Judicial Meeting with the Residence Staff member, the Residence Staff member may choose to proceed and make a decision based upon all evidence available.

### COMMUNICATION BETWEEN RESIDENT(S) AND RESIDENCE STAFF

Residence Staff will endeavor to communicate with Residents via several methods to discuss Incident Reports, deliver Decision Letters, and any other important aspects of the judicial process: (a) an e-mail to their Georgian College e-mail account or the account provided in their application, (b) a letter placed in a Residents mailbox or under a Residents room door, or (c) in person. Attempts to contact and communicate with a Resident are deemed to be satisfactory when any two of the above methods have been used by Residence Staff.



### RESIDENCE EMERGENCIES

Although the three levels of Offences and the Judicial Procedures are intended to apply to most situations related to behaviour, there are conditions that warrant a heightened level of concern for safety, security, health and wellbeing. These conditions require special authority and guidelines. The following definitions and procedures ensure a swift, effective response to conditions to protect Residents, guests, staff, the community and the Institution. In consultation with the College and its threat assessment and emergency procedures, the General Manager is granted extraordinary authority to respond to Residence Emergencies.

## DEFINITION OF A RESIDENCE EMERGENCY

In consultation with the College, the General Manager is authorized to determine if Residence Emergency conditions exist, which is defined by any one of the following:

- (a) evidence that a Resident, student, or staff has been harmed or appears to be in danger of harm,
- (b) evidence that a Resident, student, or staff has harmed or poses a threat to harm another individual or the community,
- (c) evidence that a Resident, student, or staff has inflicted self-harm or appears to be in danger of doing so.

## RESIDENCE EMERGENCY PROCEDURES

In consultation with the College, the General Manager is authorized to:

- (a) suspend other rules in order to effect a swift response to a Residence Emergency
- (b) turn the matter immediately over to appropriate authorities
- (c) immediately relocate the Resident(s) involved within the Residence or off campus, pending a meeting with the Resident
- (d) authorize an Exclusion, which takes effect immediately and without prejudice or notice, pending a meeting with the Resident. This means that the individual:
  - a. is prohibited from accessing any service or facility of the Residence
  - b. may be escorted from the Residence and/or the campus
- (e) determine Sanction(s) at Levels 1, 2, and 3, following a meeting with the Resident.

## APPEAL PROCEDURES

- (a) The Principles of Natural Justice and Procedural Fairness must prevail in Appeal Procedures to ensure compliance with the principle that justice must not only be done, but be seen to be done.
- (b) Any resident found in violation of the RCLS is entitled to submit an appeal.
- (c) A Resident has 72 hours from the date they receive their decision letter to start the appeal process. Depending on the original decision rendered, the appeal process proceeds in one of three ways (see Appeal Process Chart):
  - (d) **If the Decision Letter is from the RLC (or designate) for Level 1 & 2 Offences:**
    1. The first stage is the informal appeal, where the resident contacts the decision-maker in writing to appeal the decision. The resident may present new information and/or alternate sanctions for the decision-maker to consider. The decision-maker may alter the decision and/or sanctions.
    2. If the resident determines outcomes of the informal appeal are not satisfactory and they have grounds for a formal appeal they may complete the formal appeal request form and submit it to the Residence Office.
    3. The resident requesting a formal appeal must demonstrate in their appeal request that they have grounds for a formal appeal, which includes providing evidence of one of the following items:
      - i. **Bias:** Alleged and reasonable apprehension of bias of the decision-maker who imposed the Sanction(s).
      - ii. **Procedural Fairness:** Alleged substantive failure by the decision-maker to comply with the Principles of Natural Justice and Procedural Fairness, which may have affected the decision.
      - iii. **New information:** Substantive new evidence which could not have been available to the decision-maker when making the decision.

4. Upon receipt of the formal appeal, the General Manager (or designate) will render a decision within five (5) business days on whether to: (a) deny the appeal; or (b) grant a meeting. If the General Manager decides to grant a meeting, it will be held within ten (10) business days of the decision. After the meeting has been concluded, the student will be notified of the decision within five (5) business days.
5. The General Manager considering the formal appeal may, after reviewing the case:
  - i. uphold the findings and/or sanctions;
  - ii. reverse the findings;
  - iii. reverse or modify the sanctions;
  - iv. determine that there was a procedural error and ask the original decision-maker to rehear the case.
6. During a formal appeal, all sanctions (minus financial sanctions) remain valid until they are reversed or modified by the individual or committee hearing the appeal. All decisions made in a formal appeal are final and are not subject to further appeals.

**(e) If the Decision Letter is from the GM (or designate) for Level 3 Offences:**

1. The first stage is the informal appeal, where the resident contacts the decision-maker in writing to appeal the decision. The resident may present new information and/or alternate sanctions for the decision-maker to consider. The decision-maker may alter the decision and/or sanctions.
2. If the resident determines outcomes of the informal appeal are not satisfactory and they have grounds for a formal appeal they may complete the formal appeal request form and submit it to the Residence Office. This letter will be forwarded to the **This letter will be forwarded to the Director, Campus Safety and Security or designate at Georgian College.**
3. The resident requesting a formal appeal must demonstrate in their appeal request that they have grounds for a formal appeal, which includes providing evidence of one of the following items:
  - i. **Bias:** Alleged and reasonable apprehension of bias of the decision-maker who imposed the Sanction(s).
  - ii. **Procedural Fairness:** Alleged substantive failure by the decision-maker to comply with the Principles of Natural Justice and Procedural Fairness, which may have affected the decision.
  - iii. **New information:** Substantive new evidence which could not have been available to the decision-maker when making the decision.
4. Upon receipt of the formal appeal, the Director, Safety and Security (or designate) will render a decision within five (5) business days on whether to: (a) deny the appeal; or (b) grant a decision to grant a meeting. If the Director, Safety and Security or designate decides to grant the meeting, it will be held within ten (10) business days of the decision. After the meeting has concluded, the student will be notified of the Decision within five (5) business days.
5. The Director, Safety and Security or designate considering the formal appeal may, after reviewing the case:
  - i. uphold the findings and/or sanctions;
  - ii. reverse the findings;
  - iii. reverse or modify the sanctions;

- iv. determine that there was a procedural error and ask the original decision-maker to rehear the case.
6. During a formal appeal, all sanctions (minus financial sanctions) remain valid until they are reversed or modified by the individual or committee hearing the appeal. All decisions made in a formal appeal are final and are not subject to further appeals.

**(f) If the Decision Letter is from the GM for Eviction:**

1. In the event of an eviction, there is no informal appeal. If the resident has grounds for an appeal, the resident may complete the formal appeal requests form and submit it to the Dean of Students.
2. The resident requesting a formal appeal must demonstrate in their appeal request that they have grounds for a formal appeal, which includes providing evidence of one of the following items:
  - i. **Bias:** Alleged and reasonable apprehension of bias of the decision-maker who imposed the Sanction(s).
  - ii. **Procedural Fairness:** Alleged substantive failure by the decision-maker to comply with the Principles of Natural Justice and Procedural Fairness, which may have affected the decision.
  - iii. **New information:** Substantive new evidence which could not have been available to the decision-maker when making the decision.
3. Upon receipt of the formal appeal, the Dean of Students (or designate) will render a decision within five (5) business days on whether to: (a) deny the appeal; or (b) grant a hearing. If the Dean of Students (or designate) decides to grant a hearing, a hearing will be held within ten (10) business days of the decision. The Dean of Students (or designate) will set-up the Eviction Appeal Committee, which is comprised of a Student, the Director of Residence Life from Campus Living Centres (or designate), and the Dean of Students (or designate). Residents appealing an Eviction will be provided with additional information about Appeal Meeting procedures. After the hearing has been concluded, the student will be notified of the appeal committee's decision within five (5) business days.
4. The Eviction Appeal Committee considering the formal appeal may, after reviewing the case:
  - i. uphold the findings and/or sanctions;
  - ii. reverse the findings;
  - iii. reverse or modify the sanctions;
  - iv. determine that there was a procedural error and ask the original decision-maker to rehear the case.
5. During a formal appeal, all sanctions (minus financial sanctions) remain valid until they are reversed or modified by the individual or committee hearing the appeal. This also includes evictions (residents are required to leave residence while appeal procedures are in place unless special requests have been approved by the General Manager and Dean of Students and/or Head of Security).
6. All decisions made in a formal appeal are final and are not subject to further appeals.

## GEORGIAN RESIDENCE APPEAL PROCESS

The appeal process follows one of the three columns below based on what the outcome was from the original judicial process.

<b>Outcome of Judicial Process</b> ↓	<b>Decision Letter from RLC or designate</b> ↓	<b>Decision Letter from GM</b> ↓	<b>Decision Letter from GM for Eviction</b> ↓	
<b>Informal Appeal</b> ↓	<b>Resident and RLC or designate Meeting</b> Resident presents new information and/or alternate sanctions to RLC or designate for consideration. ↓	<b>Resident and GM Meeting</b> Resident presents new information and/or alternate sanctions to GM for consideration. ↓	<b>No Informal Appeals</b> ↓	
<b>Formal Appeal</b>	<b>Appeal Request Form</b> Resident completes this form to request a Formal Appeal ↓			
	<b>Appeal Meeting with GM</b> Resident presents new information and/or alternate sanctions to GM for consideration.	<b>Appeal meeting with Director, Safety and Security or designate</b> Resident presents new information and/or alternative sanctions to Director, Safety and Security or designate for consideration.	<b>Dean of Students Reviews the Grounds for the Appeal.</b> ↓	
			<b>Appeal Denied</b>	<b>Eviction Appeal Hearing</b>

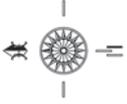
Students who would like some guidance or are dissatisfied with the outcomes of the Residence Appeal Process may speak with the Georgian student relations office.

## APPEAL HEARING PROCEDURES

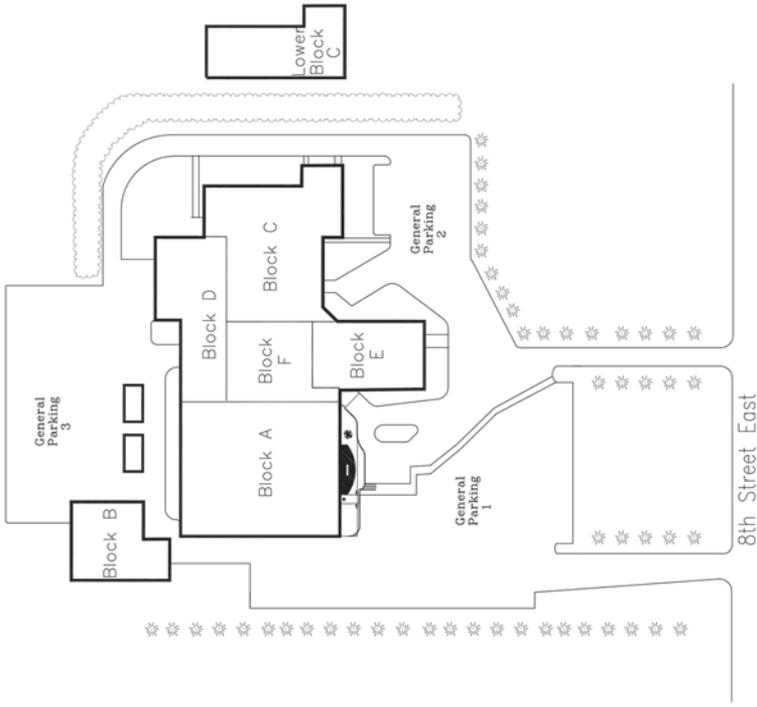
In this section, the resident appealing the eviction is referred to as the appellant and the residence staff whose decision is being appealed is referred to as the respondent.

1. The hearing will proceed as scheduled, even if the appellant or the respondent does not attend.
2. The appellant and respondent may bring witnesses to the appeal hearing. Participation of witnesses shall be limited to providing evidence and responding to questions from the appeal committee. Witnesses may be present at the hearing only when providing evidence or responding to questions from the appeal committee.
3. The appellant and respondent may bring one support person to the appeal hearing; however, support persons shall not participate in the appeal unless called on by the Chair to do so.
4. Neither the appellant nor the respondent shall have the right to representation by legal counsel during appeal hearings.
5. The appeal hearing shall proceed as follows:
  - a. An initial briefing and review of the case by the committee members;
  - b. Presentation of the case by the appellant;
  - c. Presentation of information by the respondent;
  - d. Subsequent re-examination of either party or any witnesses if required.
6. Each appeal shall be considered independently and on its own merits.
7. The Appeal Committee will carefully consider only:
  - a. The appeal grounds;
  - b. The evidence supporting the grounds presented orally (during the hearing);
  - c. The written evidence presented in the appeal letter, appeal request form and supporting documents;
  - d. The written evidence presented in the respondent's response submission;
  - e. Any written evidence accepted by the appeal committee from the appellant or respondent during the hearing, providing that the appellant and respondent both had a reasonable opportunity to read, understand and respond to the document.
8. At no time should the committee deal with any matter outside the specific concerns set out in the request for appeal.
9. The burden of proof in a disciplinary appeal rests with the appellant, who must make a case to convince the appeal committee to decide in the appellant's favour.
10. All information reviewed and discussed during an appeal shall remain confidential.
11. In addressing the appellant's specific concern(s), the appeal committee should feel free to direct the parties to provide and produce additional material or witnesses directly related to the appeal.

# CAMPUS MAP



<b>Georgian College</b> Owen Sound Campus Site Plan 2010			
DATE:	SCALE:	REVISION:	APP. NO.:
05/08/07	1:1000	1	OS/PI











# Important Contacts

## EMERGENCY

EMS 911  
After Hours Assistance 705-728-1968 x7070

## HOSPITALS

Royal Victoria Hospital 201 Georgian Drive 705-728-9802

## CDC OFFICE

705-242-2852 owensound@campusviewresidence.ca  
- Accounts/Payments, Applications, General Inquiries/Complaints

## RESIDENT ADVISOR

519-387-2807 (Forwarded to Barrie front desk when RA is in class)  
- Residence Life Concerns, Roommate Conflicts, Lockouts

## MAINTENANCE

519-377-0919 facilitie@campusviewresidence.ca  
- Maintenance Issues, Parking Issues

## COLLEGE

705-728-1968

## RESIDENCE

Georgian College Residence - Owen Sound Campus  
990 16th Avenue East Owen Sound, ON N4K 0C9  
Phone: 705-242-2852  
Email: owensound@campusviewresidence.ca  
Web: georgiancollege.ca/residence

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