


Policy Name:	Housing Policy	
Approved By:		
Approval Date:		
Amendment Date:	N/A	
Policy Holder:	VP Academic, Students and International	
Policy Number:		
Category:	Administrative	

## Housing Policy

### 1.00 PURPOSE:

Coast Mountain College (CMTN) is committed to providing a safe, welcoming space for students living on campus. The Housing policy is established to assist in shaping the Housing living environment, protect students' rights and define responsibilities to others. This Policy provides clear expectations for individuals living in Housing.

### 2.00 DEFINITIONS:

**2.01 CMTN Housing Agreement:** means a written agreement specifying compliance with the policies and regulations of the rental or temporary possession of a property as published in the CMTN Housing Handbook and Application Form, which may be amended at any time with posted notice of 30 days.

**2.02 Disruptive Behaviour:** means engaging in any activity that violates the Harassment and Discrimination policy, Non-Academic Student Conduct policy or the Sexual Violence and Misconduct policy.

Engaging in conduct that, although not based on the grounds specified by the above-mentioned policies, is deemed abusive, demeaning, threatening, intimidating, and/or racist, and/or involves the misuse of authority or power, misuse of College property, or abuse of privilege.

Being disruptive by reason of impairment by alcohol, drugs, or other substances in circumstances where this policy applies.

**2.03 Eligibility Requirements:** means requirements defined in the Housing Handbook.

**2.04 Housing Advisors (HA's):** are students hired to help with any Housing or interpersonal problems that residents may encounter in the absence of Student Housing staff.

**2.05 Housing Coordinator:** means a CMTN employee who administers all aspects of Housing occupancy, including selection and orientation of new occupants, Housing agreements, rent collection, rent calculation, conflict management and other requirements.

**2.06 Housing Handbook:** is a document in conjunction with the CMTN Housing Agreement that provides you with information about living in the community and outlines the rights and responsibilities of occupants and the expectations while residing in Housing.

<https://coastmountaincollege.ca/docs/default-source/student-services/student-cmtn-student--handbook.pdf>.

**2.07 Occupant** means someone living in Coast Mountain College Housing (Housing).

**2.08 Possession:** means possession of illicit substances or under its influence.

**2.09 Smoking:** includes and is not limited to: cigarettes, tobacco, vaping, marijuana, and e-cigarettes.

**2.10 Visitor:** means any individual who is not currently assigned to the room or living space where they are present.

### **3.00 POLICY:**

CMTN reserves the right to limit placement in Housing to those people who meet eligibility requirements.

**3.01 Review:** CMTN also reserves the right to review the status of any occupant who fails to maintain eligibility requirements while in Housing.

**3.02 Check-in requirements:** Prior to check-in, occupants will be required to sign a CMTN Housing Agreement.

**3.03 Room Security:** Occupants are to keep all common doors and individual room doors locked at all times. Unaccompanied, suspicious, or troublesome visitors must be reported to the Housing Coordinator or security personnel.

**3.04 Loss, Theft, or Damage of Individual Property:** The College assumes no responsibility for the loss, theft, damage, or destruction of an Occupant's individual property.

**3.05 Employee Access to Room:** Authorized CMTN employees will clearly define and communicate the processes they will use when entering student Housing rooms, in both emergency and non-emergency situations. This process will be communicated in the Housing contract and handbook.

**3.06 Health and Safety Inspections:**

**3.06.01** Authorized CMTN employees will conduct regular health and safety inspections to ensure students are maintaining an adequate standard of cleanliness in their space.

**3.06.02** The Housing Coordinator has the authority to conduct Health and Hygiene checks which are outlined in the CMTN Housing Handbook.

**3.06.03** Failure to maintain a clean space could result in disciplinary actions in line with the [Student Non-academic Conduct Policy](#) (E-2015-001) and could also result in eviction.

**3.07 Fire Safety:**

**3.07.01** The College is required by the Provincial Fire Marshall's Act to conduct fire drills at a minimum of once a year.

**3.07.02** All occupants must take part in all fire drills.

**3.07.03** It is an offence under the Criminal Code of Canada to make false alarms or tamper with fire safety equipment. Any person(s) found to be involved in such an act will be immediately evicted from Housing and charged under the Criminal Code.

**3.08 Hygiene:**

**3.08.01** Occupants are responsible for cleaning the bedrooms, bathrooms, kitchens, and common areas.

**3.08.02** Occupants are required to dispose of their trash and recycling weekly in the designated areas specific to the wing. Failure to do so would result in occupants being billed individually or as part of a community for any additional costs of cleaning necessary.

**3.09 Interior Decorating:**

**3.09.01** Posters and decorations may be attached only to the interior walls and only with approved materials that will not cause any permanent damage. Charges will be assessed for damages resulting from improper attachment.

**3.09.02** To ensure the safety and protection of the CMTN community, posters and decorations in dorm rooms must be in abeyance with protecting the dignity and security of individuals occupying Housing. Images that are deemed threatening, abusive, sexual, racist, homophobic, discriminatory or intimidating will be removed.

**3.09.03** Painting of rooms is not allowed. Posting items in or on windows and ceilings is prohibited. Holiday decorations are permitted only if they do not present a fire hazard.

**3.10 Disruptive Behaviour:**

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

**3.10.02** Any activity that has a negative impact on one or more Occupants, or that limits the reasonable use of spaces and rooms in Housing by others is not permitted.

**3.11 Drugs and Paraphernalia:**

Delivering, furnishing, transferring, manufacturing, using and possessing illicit drugs or paraphernalia is strictly prohibited in Housing.

**3.12 Smoking:**

**3.12.01** Smoking is strictly prohibited within Housing and will result in the loss of all damage deposit with immediate effect.

**3.12.02** Any individual found smoking inside any area of the building will face disciplinary actions up to, and including, eviction from Housing.

### **3.13 Pets and Service Animals:**

**3.13.01** Only legally documented and certified service animal/s for persons with disabilities will be allowed on the premises.

### **3.14 Visitors:**

**3.14.01** CMTN grants Occupants the privilege of welcoming visitors to Housing.

**3.14.02** Occupants must inform their guests of the Policies & Procedures for CMTN Housing, and guests are required to comply.

**3.14.03** The Occupant is responsible for the behavior of their guest(s), and therefore will be held accountable for their guest's actions.

**3.14.04** All guests must be accompanied by the Occupant at all times.

**3.14.05** Visiting hours are defined in the Housing Handbook.

### **3.15 Visiting other rooms:**

When an Occupant is visiting another room, they must be accompanied by the occupant they are visiting at all times and must abide by all CMTN Policies and Procedures.

### **3.16 Community Housing Facilities:**

**3.16.01 Kitchen Facilities:** Cooking facilities are available in community kitchens in Housing. Occupants are expected to keep the community kitchen clean and in proper working order.

**3.16.02 Laundry Facilities:** Washers and dryers must be attended to in a timely fashion to ensure facilities are available for other occupants.

**3.16.03** All contents left in the laundry room for over 24 hours will be placed in Lost and Found for 21 days and then donated to charity if not claimed.

**3.16.04** Any damage to kitchen or laundry appliances or malfunctioning appliances must be reported to the Housing Coordinator immediately.

### **3.17 Trash and Recycling:**

**3.17.01** Occupants are responsible for the proper disposal of recycling and trash.

**3.17.02** Occupants must deposit all recycling and trash in designated areas.

### **3.18 Noise and Quiet Areas:**

**3.18.01** All occupants must obey posted Quiet Hours.

**3.18.02** Occupants must exercise good judgment and refrain from making noise that infringes on the rights and needs of others to sleep and study.

**3.19 Courtesy Hours:**

**3.19.01** Courtesy Hours are in effect 24 hours a day.

**3.19.02** Any loud noise or distraction that attracts the attention of other residents and/or staff members is incompatible with a proper Housing environment.

**3.19.03** Observing Quiet Hours or Courtesy Hours is the responsibility of everyone in the Housing building.

**3.19.04** Violation of Courtesy Hours will be subject to disciplinary actions

**3.20 Final Exams Quiet Hours:**

**3.20.01** Final Exams Quiet Hours will be in effect 24 hours on specified days during the College's exam period.

**3.20.02** All Occupants will observe Final Exam Quiet Hour days.

**3.21 Occupant Parking:**

**3.21.01** Parking is at the owner's risk.

**3.21.02** All Occupants are required to register their personal vehicle with the Housing Coordinator.

**3.21.03** No parking at any time in the Loading and Unloading Zone (Roundabout) of the building.

**3.21.04** The Fire Lane must be kept clear at all times.

**3.21.05** Unauthorized parking will result in the vehicle being towed at the owner's expense.

**3.22 Medical Emergencies**

**3.22.01** All occupants are required to have British Columbia medical insurance.

**3.22.02** For medical emergencies, call 911.

**3.23 Check Out:**

**3.23.01** Check-out timelines and procedures are outlined in the Housing Handbook.

**3.23.02** Extensions to check out dates must be pre-approved by the Housing Coordinator. The Housing Handbook provides timelines for requesting extensions.

**3.24 Rental Reference:** Coast Mountain College will not provide rental references for individuals who have stayed in Housing.

#### **4.00 Complaints:**

All complaints are to be communicated to the Housing Coordinator at:

[residence@coastmountaincollege.ca](mailto:residence@coastmountaincollege.ca)

#### **5.00 Violations of Housing Handbook Standards of Behaviour and Coast Mountain College Policies:**

The College may apply sanctions in cases where violations to standards of behavior in Housing or College policies warrant for the safe operations of Housing and the College as a whole.

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

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

**5.00.02** The Dean of Student Success (or delegate) has the authority to evict a student from Student Housing.

**5.00.03** Safety and well-being of the Occupant will be considered in eviction decisions.

#### **6.00 Appeals:**

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

**6.00.01** The Dean of Student Success (or delegate) has the authority to hear appeals for sanctions up to, but not including, eviction.

**6.00.02** The Vice President, Academic, Student and International (or delegate) has the authority to hear appeals of eviction.

#### **7.00 RELEVANT LINKS & RESOURCES:**

**7.00.01** [Harassment and Discrimination Policy](#) (HR-003)

**7.00.02** [Sexual Violence and Misconduct Policy](#) (EDU-007)

**7.00.03** [Student Non-academic Conduct Policy](#) (E-2015-001)

- 7.00.04** [Drug and Alcohol Policy](#) (HR-008)
- 7.00.05** [Employee Code of Conduct](#) (HR-001)
- 7.00.06** [Student Housing Handbook](#)