



STUDENT RESIDENCE

The George



# Residence Handbook 2016/17 & Residence Community Living Standards

# FIRE SAFETY IN RESIDENCE

## WHAT YOU NEED TO KNOW

Each year, college and university students experience hundreds of preventable fire-related emergencies.



### COOKING

- Only cook where it is permitted.
- Never leave a cooking area unattended.
- Keep your cooking area clean and uncluttered.
- Only induction hot plates permitted that are CSA approved with automatic shut-off. No coil hot plates are permitted.
- Other cooking equipment that is not CSA approved are not permitted in Residence.



### SMOKING

- Absolutely no smoking within Residence.
- No smoking is permitted within 9 meters of any exterior door.
- Make sure cigarettes and ashes are out. Never dispose of cigarettes butts or ashes in trash cans.
- No smoking on BBQ patio.



### LIFE SAVING DEVICES

- Never tamper with the heat detector, smoke detector, or P.A. system within your suite.
- Never disable or remove batteries from smoke alarms.
- Always be aware of your surroundings and of all emergency exits located near your suite.

# Welcome to Residence!

## WELCOME TO RESIDENCE!

As the Residence Life Team responsible for your Residence experience, we would like to officially welcome you to The George! Our mission is to provide you with an environment that supports you through your transition into post secondary education and aids in your educational as well as social development. We are so excited that you are now a contributing member of an engaged community of learners and professional staff who are here to help you excel academically, professionally and personally.

Not only will living in such a dynamic community give you the opportunity to learn more about yourself, you will also have the experience of meeting a diverse group of people through residence involvement. In addition to your fellow peers, you will meet Residence Staff who are able to help, guide and support you throughout the year as we are committed to being a positive influence on both your Residence and Academic life. We will work hard to ensure that your stay with us is an unforgettable experience, where you will meet many new people and create lasting memories.

George Brown College and The George strive to foster student success by upholding our core values of Excellence, Accountability, Diversity, and Respect. Living in residence gives you all the benefits of experiencing life on your own in a safe and secure building with support staff 24 hours a day 7 days a week. The George gives students the convenience of accessing classes, campus living, and student services, while enjoying the beautiful culture Toronto has to offer.

Each community will have a Resident Advisor (RA) whose role is to help provide you with guidance and support during your time here in Residence. The RAs will be present and active in the community by providing programming or by simply knocking on your door to say "hello". Our RAs are both experienced and are very passionate about helping you make the most of your residence experience during your time as a George Brown College student.

Please make sure you read through the Residence Community Living Standards (RCLS). This outlines the rights of all residents, and the standards to which community members are held accountable while living at the George.

We are proud and honoured to have you as a member of our community living in residence and we extend to you our best wishes for the upcoming school year.

Respectfully,

Residence Life Team

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# Welcome Home



## GET READY FOR THE BIG DAY

Living in Residence is a unique experience that will help you grow, become more independent and learn more about yourself. You will have the opportunity to meet people of varied backgrounds and ethnicities and become part of this dynamic community through Residence involvement.

### MOVE IN DAY

Saturday, September 3  
7am - 1pm

### RESIDENCE ORIENTATION

Saturday, September 3 - Monday, September 5

Contact us at [info@georgebrownresidence.ca](mailto:info@georgebrownresidence.ca) or 416-761-8000.

## DECORATING YOUR SUITE (Please refer to Section 4.14 in your SRA)

- 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 foam stickies. Command hooks are not permitted as they damage the painted drywall and wallpaper.
- You may not decorate the outside of your suite door
- Posters within the Residence common areas that advertise for any group or personal reasons must be pre-approved by the Residence Life Coordinator or General Manager
- 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 plants or Christmas trees are not permitted in Residence
- Artificial snow is not permitted in the Residence

# Move-In Checklist

## WHAT TO BRING

### BEDROOM

- Bed Linens (double size)
- Pillows
- Alarm Clock

**NOTE:** Your residence bed is provided with a mattress pad and bed bug cover. A preventative maintenance program for bed bugs is in place.

### SUITE KITCHENETTE

During the academic year, you may require some of the food and prep/cooking items. Please note all kitchen appliances must be CSA approved and may not have an open heat element.

- Cookware
- Cutlery
- Dishes
- Coffee Pot / Tea Kettle
- Toaster Oven
- Pots/Pans
- Dish towels, dish soap
- Induction Hotplate (CSA Approved, needs automatic shut off)

**TIP:** Connect with your roommate before move-in so you can discuss items that can be shared.

### WASHROOM (shared with your roommate)

- Shower Curtain
- Cleaning Supplies
- Toiletries & Towels

### DAY TO DAY

- Clothes hangers
- Clothing
- Garbage bags and recycling bags
- Reusable coffee/tea/water bottle
- Toiletries & Towels

### MISCELLANEOUS

- Insurance protection for your property
- Laundry basket & detergent
- Health Card & other ID
- First Aid Kit
- Cleaning Supplies
- Small Fan
- Computer with surge protection power bar
- Ethernet cable

## WHAT NOT TO BRING\*

- A moving truck, trailers, or extra furniture. Your Residence room is furnished. Do not bring any extra furniture. One small shelving unit is permitted as well as a task chair for your bedroom.
- Hot plates, deep fryer or any cooking appliance with an open heat element
- Bed risers (Residence beds are already raised as high as is safe for under-bed storage)
- Halogen Lamps, candles or incense
- Pets (including fish)
- Subwoofers and amps
- Fridges or freezers

- Single serve glass alcohol containers
- Anything which can alter the condition of your room (ex) wall decals, nails (etc). You may only use white foam stickies to hang posters
- Large volume alcohol containers such as mini-kegs, kegs, bubbas
- Funnels, beer-pong tables or any other high risk drinking paraphernalia
- Pipes, hookahs, bongos, rolling paper or other smoking paraphernalia
- Any television larger than 32". Each bedroom comes with a large television. If you wish to bring an additional television you may do so as long as it is not larger than 32."

\*If you arrive to Residence with any of these items you will not be permitted to move-in. If you have any concerns regarding the list of do not bring items please contact the Residence in advance at [info@georgebrownresidence.ca](mailto:info@georgebrownresidence.ca) or 416-761-8000.

# Contact Info



## POSTCARD



Dear Mom,

It's only the second day,  
but I'm having such a good  
time that I forget I  
only got here yesterday.

Your Name, Suite Number

The George – Student Residence

80 Cooperage Street

Toronto, ON M5A 0J3

Phone: see the call display on your phone



Mail is delivered on weekdays and can be picked up from your mailbox located on the first floor or at the front desk. If you receive a parcel, it will be held at the front desk and a message will be left in your mail box. Stamped outgoing mail can be dropped off at the front desk and will be sent out weekly.

# Important Dates

## FALL SEMESTER 2016

First Residence Payment Due	Wednesday, June 15 2016
Early Move In Day at Residence	Sunday, August 28 2016
Move In Day	Saturday, September 3 2016
Labour Day - College Closed	Monday, September 5 2016
Start of Term 1	Tuesday, September 6 2016
Option 3 Payment Due	Wednesday, September 28 2016
Thanksgiving - College Closed	Monday, October 10 2016
Term 1 Intercession Week	Monday, October 24 - Friday, October 28
Applications to request Winter Break Stay Available	Tuesday, November 15 2016
Option 2 Residence Fee Deadline	Friday, November 9 2016
Application requests for Winter Break Stay Due	Thursday, December 1 2016
Last day of Term 1	Friday, December 16 2016
Residence Closes for Holidays	Saturday, December 17 2016
Mid Year Room Inspections	Saturday, December 17 - Sunday, December 18

## WINTER SEMESTER 2017

Residence Opens for 2 Semester	Sunday, January 8 2017
Start of Term 2	Monday, January 9 2017
Option 3 Final Payment Due	Thursday, January 26 2017
Applications available for Academic Year 2017/2018	Wednesday, February 1 2017
Resident Advisor Application Deadline	Monday, February 20 2017
Family Day - College Closed	Monday, February 20 2017
Term 2 Intercession Week	Monday, February 27 2017 - Friday, March 3 2017
Spring Move Out Late Forms Distributed	Thursday, March 2 2017
Spring Move Out Late Forms Due	Friday, March 31 2017
Good Friday, - College Closed	Friday, April 14 2017
Last Day of Term 2	Friday, April 21 2017
Residence Move Out Day	Saturday, April 22 2017

## SUMMER SEMESTER 2017

Summer Move In Day	Sunday, May 7 2017
Start of Term 3	Monday, May 8 2017
Term 3 Intercession Week	Monday, June 26 2017 - Friday, June 30 2017
Canada Day - College Closed	Monday, July 3 2017
Civic Holiday - College Closed	Monday, August 7 2017
Last day of Term 3	Friday, August 18 2017
Residence Summer Move Out Day	Saturday, August 19 2017

# Personal Responsibility

## RESIDENCE SECURITY

The Residence offers great security from the moment you pass through the controlled doors main entrance, until you tap your electronic key card onto your suite door to let yourself in. To that end, we require all visitors in the building be registered prior to entry and provide a valid piece of photo-identification (The George does not accept a health card as a form of photo-identification). Please note that your guests photo identification may be held by Residence Staff in a secure location during your guests visit. All of the common areas are video recorded and we have staff on duty 7 days a week.

Safety and security is also the responsibility of every resident. All the safeguards and rules put in place by Residence management and the Institution are for your safety and protection. Circumventing rules by lending key cards or letting in visitors without permission can only lead to problems. Lock your room and suite door at all times and do not leave your valuables unattended as neither the Residence nor the college is responsible for missing items. Do not leave your suite door open at anytime. This would include having your door "propped open".

### **Why can't you leave your door open or propped open?**

Each suite is equipped with a fire rated door that allows for a barrier if a fire was to happen in Residence. The suite door must be kept closed in order to allow for this barrier to work. Staff will remind residents to close their suite door while doing their rounds or close any unlocked door as required. Lock your suite doors at all times and do not leave your valuables unattended. You must have a valid room access key to enter any of the corridors and your key will only grant you access to your own room and the common areas.

## ROOM KEYCARD

It is important that you remember to carry your room key with you at all times, as you will need it to lock your suite door upon leaving as well as get you in and out of the residence building.

Keep your Student Card with you at all times as it is your key into Residence, your room, and common areas. Residence staff are not responsible for letting you in your room if you damage or misplace your Student Card. Residents are responsible for the cost of replacing damaged or lost keycards at the Student Card office in your Library Learning Commons. If you lose your George Brown Student ID Card you will need to visit your Library Learning Commons Help Desk to report your missing card and then purchase a new card at the Photo ID Office. If your Student ID Card does not allow you into your suite, please visit the Residence Front Desk in order to troubleshoot your Student Card access. If you are locked out of your suite, you will need to contact the Residence Front Desk or your roommate to gain access. Residence Staff and Security reserve the right to see your key card while you are in the building.

## HEALTHY LIVING

In a Residence environment it is much easier for communicable diseases to spread. Here are some strategies to help you stay 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
- Keep a balanced lifestyle
- Maintain a clean suite

## LIVING WITH YOUR ROOMMATE

Many residents come to college with great expectations about their roommate. 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 roommate may experience some rough spots. It is very important that you communicate about things early so you can begin to understand each other.

### Discuss issues that will affect both of you

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

### Things to remember

- Keep communication lines open.
- Be willing to compromise.
- Give your roommate the respect, consideration, and understanding you want in return.
- Discuss problems as they arise with your roommate, not with other residents.
- If things change, be sure to let your roommate 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 challenges with your roommate we recommend that you speak to your RA, they may be able to give you some direction or help mediate the conflict. If this step is unsuccessful please feel free to come to the front desk and speak with a Manager.

# Residence Services

## PARKING

There are no parking services offered by George Brown at the residence. Underground parking can be obtained based on availability from a third party provider. The George does not monitor or take responsibility for the parking facilities located in the basement of the residence.

Indoor bike storage is available at the residence for a nominal cost. To reserve a bike email, email [info@georgebrownresidence.ca](mailto:info@georgebrownresidence.ca) or stop by the front desk. Not only is the city a bike friendly community, students will find that public transportation is more than a sufficient way to get around Toronto and the GTA.

## MAINTENANCE

Our Maintenance staff takes great pride in ensuring that our building is always meeting our high standards. Our Maintenance staff are very willing to assist with anything in your suite or the building that may be in poor condition, needs fixing or repair. We encourage you to complete a Maintenance Requisition if you notice anything of this nature.

### Creating a Maintenance Request

You are able to fill out a Maintenance Requisition right from the comfort of your suite

Here's how:

1. Log onto the My Housing Portal with your username and password. Using the following link: [http://myhousingportal.ca/StarRezPortal\\_GeorgeBrown](http://myhousingportal.ca/StarRezPortal_GeorgeBrown)
2. Click on the "Maintenance" tab
3. Follow the simple steps to create your request

**NOTE:** If you have forgotten your username or password, stop by the Front Desk for some help on retrieving them.

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 residence to clear. Residents can borrow a plunger at the front desk

Damage to the common areas of your suite are subject to collective financial responsibility of both you and your roommate. 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.

## FRONT DESK SERVICES

The front desk is open 7 days a week to answer questions and address concerns. Access to the common kitchens, lounges, and study rooms are controlled through the front desk. Certain lounges, common spaces, and items are required to be signed out from the Residence front desk. In order to sign out a common area or item, you may be required to provide valid photo-identification (Please note that The George does not accept health cards as a valid form of I.D.). Vacuums and plungers are available for use by signing them out at the front desk.

## LAUNDRY

A laundry card will be provided to all residents upon move in. Students will be able to load this laundry card with money when needed. The cost of laundry will be \$2.00 per cold wash and \$2.00 per dry. The Laundry room is located on the second floor of the Residence with 12 washing machines and 11 dryers. Each time you do a load of washing or drying, the machines will deduct from your card. Please clean the lint trap before and after every load in the dryer. Be considerate by not using all the washers and dryers at one time. As well, do not leave your clothes in the machine past the end of the cycle. Please note that the Residence is not responsible for lost or stolen items of laundry left unattended.

## KITCHEN

You have access to any common kitchen regardless of what floor you live on. Kitchens are located on the 2nd, 5th, 6th, and 9th floors. Please make sure that you leave the kitchen in the same condition as you found it or your kitchen privileges may be revoked.

## LOUNGES

These are common areas available for use by all residents and their guests. Take some time to explore your new home and see what it has to offer. Absolutely no glass or alcohol is allowed in any of the common areas. Furniture should not be removed from the lounges for any reason and the lounge area must be left clean and free from garbage.

## GARBAGE/RECYCLING

Garbage chutes are located on the main floor of the Residence by the main elevators. All recyclable items, garbage, and organic waste are to be taken to this designated area in the Residence. Please remain environmentally friendly while living at The George to help reduce harm to our ecosystem.

## TELEVISION REMOTE

When you move in, there will be a TV remote in the bedroom. If the TV remote is lost or damaged you will be subject to a replacement fee. If your remote requires programming please contact Front Desk for assistance.

## MAIL

All mail that is received at the residence will be put into each student's mailbox upon arrival. If students receive packages too large for their mailboxes, they will be notified by email to pick it up at the front desk at their earliest convenience. We recommend that packages be sent through a courier service (i.e. Purolator, FedEx, UPS, etc.) Any packages that are sent through Canada Post, including xpressPost, will not be delivered directly to the residence. Please note, the residence reserves the right to refuse delivery and will not accept alcohol deliveries.

When sending mail with cash, gift cards, cheques, or anything of value to the residence, please use a courier service that requires a signature.

Please note that residence fee payments can be made through your bank account, set up as a payee via online banking or at your bank in person. In situations where you would like to pay via certified cheque, we recommend sending these through priority post that requires a signature. George Brown College, including The George is not responsible for any lost or damaged mail.

## TELEPHONE

External calls can be made by dialing 9 plus the local area code (905), (416), or (647) followed by the phone number. \*Some 905-numbers may be long distance. 1-800 numbers are not available from your room phone.

## LONG DISTANCE

To make long distance calls, you can purchase pre-paid long distance cards that allow you to dial a local access number and enter a PIN followed by the long distance number.

## INTERNET ACCESS

Students may use their laptops or devices to wirelessly connect to the internet from any location within the College. Please view the following link for instructions on wireless setup: [http://www.georgebrown.ca/idm/general\\_information.aspx](http://www.georgebrown.ca/idm/general_information.aspx).

## 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 to be successful.

### Contact Centre

The Contact Centre is the college's call centre and can assist you with program and course inquiries, web navigation for online registration, password assistance and general Student Service inquiries.

Phone: 416-415-2000

Toll Free: 1-800-265-2002

TTY: 1-877-515-5559

Monday to Thursday 8:00am - 6:30pm. Friday 8:00am - 4:30pm

### Counselling Services

The transition to college full-time can be challenging, especially if you've been away from formal education for a few years. George Brown is equipped with a professional counselling staff that are capable of helping you learn to solve problems and develop ways to attain your goals - in your education, career and life. Counselling is free and confidential, available for full-time students who are currently enrolled. You're welcome to explore academic and non-academic issues because they all contribute to your success. The counselling office provides one-on-one sessions as well as group workshops. To book an appointment with a counsellor please visit the counselling office or email [letstalk@georgebrown.ca](mailto:letstalk@georgebrown.ca) Offices are located at:

St. James Campus 200 King St. E Room 582C Phone: 416-415-5000 ext. 2107

Casa Loma Campus 160 Kendal Ave E Room C317 Phone: 416-415-5000 ext. 4585

Waterfront Campus 51 Dockside Dr. Room 225 Phone: 416-415-5000 ext. 5370

Please visit: [georgebrown.ca/current\\_students/counselling](http://georgebrown.ca/current_students/counselling) for more information.

## OPEN RESIDENCE FORUM

To increase open communication between residents and Management, a forum will take place within the Residence at minimum, once per semester. Residents will have the opportunity to express their thoughts and provide recommendations to improve the quality of life in Residence. If residents do not feel comfortable attending the meeting, they are able to contact a forum representative (i.e. Residence Council member, RA, or Management) to express their concerns and suggestions for improvement.

## WORKSHOPS

Seminars and workshops will be offered to students with topics ranging from nutrition to stress management, to safe sex, and personal finance. Residents are encouraged to attend all sessions. Dates and times for these workshops will be posted on the digital signage and in our newsletter.

## RESIDENCE DURING THE SUMMER TERM

During the Summer Semester the Residence is open to the general public for accommodation. It is procedure at this time to move all students to a designated student floor(s). Therefore, if you are living on another floor by the end of the Winter Semester you may be required to move for the Summer Semester. Students are able to stay with us during the Summer for a fixed monthly rate!

## ENERGY AND WASTE REDUCTION

We at The George are dedicated to saving energy and helping the environment. Because of the 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 be more energy efficient, reduce the temperature when you're away.
- Keep blinds 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 your AC when you leave for the day by removing your Student Card upon leaving your suite. Contrary to popular belief, this method uses less electricity than having the AC constantly maintain a cool temperature.
- While you are away the automation system will maintain a set temperature in your suite.

### Water Heater

- Let us know if your faucets are leaking – the little drip can add up.
- Let us know if your toilet is running.
- Report any leaks or floods to the Residence front desk immediately. This could

lead to significant water damage and unnecessary water consumption.

### **Refrigerator**

- Set the temperature for only as cold as you need.
- Don't overfill the refrigerator, as this blocks air circulation.
- Allow hot foods to cool before putting them in the refrigerator.
- If water begins "leaking" from your fridge, turn the temperature setting down. This occurs when the fridge is too cold and constantly freezes and defrosts.

### **Stove/Oven**

- 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 small 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 toaster oven or the stove.
- Remember, never leave any cooking appliances unattended while they are in use.

### **Clothes Washer**

- Run full loads whenever possible but don't overload the machine.
- Try using cold or warm water, instead of hot water. Hot water shrinks and fades your clothes and wears them out more quickly.

### **Clothes Dryer**

- Separate loads into heavy, medium, and light weight items - lighter items require less drying time.
- Clean the lint filter after every load. A clogged lint filter can increase energy use up to 30% and may be a fire hazard.
- Consider hang drying clothes whenever possible using a drying rack. Not only will this help conserve energy, but it will help you save money and keep your clothing in better shape.

### **Miscellaneous**

- Computers and related components use electricity even when they are not in use.
- Plug each computer component into a power bar than can be shut off.
- Make sure you enable your computers 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

- To preserve energy The George have installed an efficient sensor lighting system that turns off when you leave the room and back on when you are present.
- Ensure Student Card is removed from light sensors when you leave your bedroom, 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!

- Turn off lights when you leave.
- Turn off televisions, computers, and radios when you leave.
- Keep air circulation vents unobstructed.
- Conserve water wherever possible.
- Use windows and blinds for natural lighting and climate control whenever possible.

### ENVIRONMENTALLY FRIENDLY GEORGE

Sustainability and conservation is extremely important to all staff and students at George Brown College. We want students to continue to make choices that are better for our environment to improve the quality of life on campus.

You Residence room will be equipped with a green bin, a blue bin, and a landfill bin. We want to help encourage students to sort waste into its respective category and help students move towards using fewer disposables and generating less waste.

For a specific breakdown of how waste disposal will take place within the Residence building, please look out for building specific communications regarding proper waste disposal. If you are passionate about going green, ask about our Residence Council Environmental Stewardship positions and check out: [www.georgebrown.ca/about/sustainability/greenteam](http://www.georgebrown.ca/about/sustainability/greenteam).

The Residence community is a place that promotes a safe and peaceful environment

# WASTE REDUCTION

BUT WHERE DOES IT GO?



## Organics

- fruits, vegetables
- meat, fish
- baked goods, bread, pasta, grains
- dairy or egg waste
- tea bags
- coffee grounds and filters
- soiled napkins, paper towels, tissues
- paper coffee cups and paper plates



## Mixed Recycling

- plastic water bottles
- aluminum cans
- milk and juice containers
- yogurt containers
- rigid plastic containers ♻️ 1-7
- plastic coffee cup lids
- glass bottles and jars
- metal food & beverage containers
- newspapers, flyers, paper
- paperboard boxes (cereal, cracker)
- cardboard, including pizza boxes



## Landfill

- soft drink cups
- foam cups
- Styrofoam™ containers
- plastic cutlery
- straws and bottle caps
- chip bags and wrappers
- plastic wrap and film
- plastic bags

**X** **REMEMBER:** Coffee cup lids go to recycling.  
No plastic bags, plastics, straws, Styrofoam, liquids,  
ice, packaging, wax paper, recyclables.

**X** **REMEMBER:** Empty all bottles and containers.  
No food waste, wax paper, Styrofoam, plastic wrap,  
foam cups and containers.

# WINTER BREAK INSPECTION CHECKLIST



Room Inspections will take place during the Winter Break.  
Please ensure that the following checklist is completed before your departure.

**YOU MAY RETURN TO RESIDENCE ON JANUARY 7, 2017**  
**The Residence will be open at 11:00am.**

**THIS CHECKLIST IS ALSO IN YOUR RESIDENCE HANDBOOK.**

✓	TASKS
<input type="checkbox"/>	Clean bedroom and common areas (kitchen and bathroom)
<input type="checkbox"/>	Please ensure that the area directly in front of the Fan Coil or Heating Unit is open to allow maintenance to change air filters. Failure to do so may result in an additional \$25.00 charge to be applied.
<input type="checkbox"/>	All garbage and recycling removed from suite and properly disposed of. This includes alcoholic beverage containers.
<input type="checkbox"/>	All perishable food items should be removed from the refrigerator, e.g. meats, milk, fruits, vegetables, etc.
<input type="checkbox"/>	All windows closed and secured
<input type="checkbox"/>	Remove all personal items from sink/vanity, shower shelves, and counters. This will allow housekeeping to complete proper cleaning.
<input type="checkbox"/>	Turn off all lights
<input type="checkbox"/>	Unplug your computer. In the event of a storm, this will protect your computer from a potential power surge.

## **DO NOT UNPLUG YOUR REFRIGERATOR.**

**Rooms will be inspected while you are away over the Holidays for general cleanliness, and for routine cleaning and maintenance**

**NOTE:** If a Residence suite is left dirty during the holiday break, e.g. dirty dishes left in sink, garbage left behind in kitchen and/or bedroom, open food in bedroom, etc., Residence staff will clean and/or remove these items from your suite immediately and you may be subject to an additional cleaning charge payable when you return.

# HAVE A SAFE & HAPPY HOLIDAY!

# WINTER BREAK RESIDENCE CLOSURE



THIS NOTICE IS ALSO IN YOUR RESIDENCE HANDBOOK.

Please be advised that the  
**RESIDENCE WILL BE CLOSED**  
the following dates:

**December  
17, 2016**      **-to-**      **January  
7, 2017**

**The Residence will reopen at  
11:00am on January 7, 2017**

All Student Residents must vacate their suite on the earlier of;

**Twenty Four (24)  
hours after your  
last exam**      **-or-**      **by 11:00am  
on December  
17, 2016**

If you need to continue to reside at the Residence past December 17, 2016, or if you must return prior to January 7, 2017, please submit a written request to the General Manager at the Front Desk on or before December 1, 2016.

If your reason for staying late, or returning early is due to academic obligation, please submit a letter to the front desk from your program coordinator to avoid any charges.

**NOTE:** Your financial account at the Residence must be brought up to date prior to your departure for the Winter Break. Student Residents with outstanding accounts may not be granted access to their suite upon return from the Winter Break until their account is brought up to date.

# MOVE-OUT CHECKLIST



A little something to help make things easier! Unfortunately the time to say goodbye is approaching quickly. As you gear up for your final month and are preparing for exams, time seems to be going by so fast. To help you organize your time we have created a checklist to guide you through your move-out process.

**ALL OF THESE FACTORS AFFECT YOUR DEPOSIT.  
THIS CHECKLIST IS ALSO IN YOUR RESIDENCE HANDBOOK.**

✓ TASKS	
<input type="checkbox"/> <b>CLEAN DESK</b> Pull out the drawers of the dresser and remove any fallen items. While drawers are out, wipe them clean.	<input type="checkbox"/> <b>PLACE ALL SUITE FURNITURE IN ITS ORIGINAL POSITION</b> Check the entire suite for all, if any, faults to ensure that you receive your full deposit refund.
<input type="checkbox"/> <b>CLEAN BATHROOM</b> Remove shower curtain and hooks. Thoroughly clean your bathroom: sink, shower, and toilet. Don't forget the mirror and the counter top. Clean under the sink as well.	<input type="checkbox"/> <b>REMOVE GARBAGE</b> All garbage must be removed from the suite and taken to the dumpster.
<input type="checkbox"/> <b>CLEAN MICROWAVE</b> Pull out the glass plate in the microwave and wash it. Wipe the inside of the microwave (including the door) while the plate is out. Clean the exterior of the microwave.	<input type="checkbox"/> <b>KEEP BEDROOM DOORS OPEN</b> Please ensure the bedroom doors are open to allow for air circulation.
<input type="checkbox"/> <b>CLEAN KITCHENETTE</b> If applicable, pull out the kitchen drawers and remove any fallen items. Clean out the sink, as well as the counter top and shelf. Clean under the sink. Once the refrigerator has been emptied please remove the bottom drawers (crisps) and clean it. Wash out the entire inside and outside of the refrigerator. Please clean and remove all the contents within the freezer compartment. <b>DO NOT UNPLUG REFRIGERATOR.</b>	<input type="checkbox"/> <b>HAND IN THE "MOVE-OUT / MOVE-OUT LATE" FORM</b> Hand in the "Move-Out / Move Out Late" form. If you do not hand in this form at the front desk, your refund may not go to your correct address.
<input type="checkbox"/> <b>CLEAN SUITE</b> All floors must be swept/mopped and/or vacuumed.	<input type="checkbox"/> <b>PAYMENTS DUE</b> All outstanding payments are due. Check with the front desk for any outstanding payments. (i.e. Lock-out charges)
<input type="checkbox"/> <b>CLOSE WINDOWS</b> All windows are to be closed and locked securely.	<input type="checkbox"/> <b>MOVE-OUT DAY</b> You must vacate your room within 24 hours of your final exam.
<input type="checkbox"/> <b>TURN OFF LIGHTS</b> Turn off all the lights within the suite.	<input type="checkbox"/> <b>FINAL ROOM INSPECTION</b> Schedule a final room inspection 2 weeks in advance. Notify the front desk of your departure date and time as soon as possible.
	<input type="checkbox"/> <b>HAND IN ITEMS</b> Hand in your Laundry Card, Mail Key, and any other required items. Failure to do this will result in a charge against your deposit.

# Residence Community Living Standards

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. The People in the Residence Community (the Residence Staff and their roles)
2. Objectives of the Residence Community Living Standards (our goals for the community)
3. Rules that Affect You in Residence (Residence rules, George Brown College policies & Canadian laws)
4. Residence Citizenship (your rights, responsibilities and privileges)
5. Offenses and Sanctions (rules and consequences)
6. Judicial Procedures (incident reports, meetings, and appeals)

## 1. THE PEOPLE IN THE RESIDENCE COMMUNITY

Our Residence Staff work hard to ensure that you have a positive experience in Residence and at George Brown College. Below is a list of some of those people and their roles. The objectives of the RCLS, which is explained in the next section of this document, is our expression of the commitment we make to ensuring everyone has a positive experience in Residence.

### **General Manager (GM)**

The General Manager is responsible for the operation of all facets of the The George. The GM is committed to ensuring that your overall experience in Residence is a safe, enjoyable and successful one.

### **Residence Services Supervisor (RSS)**

Many of the day-to-day activities in the Residence are overseen by the Residence Services Supervisor. If you have any questions or concerns related to your stay in Residence please do not hesitate to contact them.

### **Residence Life Coordinator (RLC)**

The RLC is responsible for all matters related to student life, including overseeing the Residence life program, providing support services to students, and administering the judicial process associated with the RCLS. The RLC also supervises the Resident Advisors and volunteers working in Residence.

### **Resident Advisors (RA)**

The role of RA is filled by returning students who live in the building and plan educational and social activities in the Residence. RAs provide valuable support and guidance to residents, while at the same time acting as a liaison with Residence Management. The RAs complete nightly rounds of the building and are available through the Residence Life Office or the Front Desk. RAs have the tools and knowledge to get you the answers, direction and/or assistance you need, or can simply be someone to talk to.

### **Residence Service Representative (RSR)**

The RSR is always available to help you with any questions you may have about the Residence and the surrounding area. You may need to see them to sign out vacuums, access for various controlled rooms or facilities, and to sign-in guests.

### **Housekeepers and Maintenance Staff**

Housekeepers and Maintenance staff are responsible for the daily cleaning and maintenance of all common areas in the Residence. Housekeepers will access suites on a bi-weekly basis to complete a regularly scheduled cleaning of the bathroom and to report any deficiencies that may not have been previously reported. 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 Residence community.

## **2. OBJECTIVES OF THE RESIDENCE COMMUNITY LIVING STANDARDS**

- **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.
- **Offer an environment conducive to academic success** by promoting behaviour among Residents and their guests that creates an effective learning environment.
- **Foster 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.
- **Ensure 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.

## **3. RULES THAT AFFECT YOU IN RESIDENCE**

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

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 George Brown College are informed by these laws. Residence and George Brown College Staff aim to ensure that all of these standards of behaviour are respected and maintained.

Normally the Residence policies and procedures and George Brown College's policies and procedures act independently of one another. However, Residence shares all reports with George Brown 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 George Brown College officials. In serious cases, allegation(s) may be investigated by both the Residence and George Brown College and the student will be subject to the sanctions under both sets of policies and procedures.

For more information about Residence and George Brown College policies please refer to the George Brown College Policies website: [georgebrowncollege.ca/policies](http://georgebrowncollege.ca/policies)

### **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 George Brown College, direct implications for the proper functioning of Residence; the well-being of Residents; the educational mission of George Brown College; or the interests or reputation of Residence and/or George Brown 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, SnapChat, Instagram, and Twitter will be treated as an Offense detailed within these standards.

### **Authority**

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

The RCLS attempt to identify a range of behaviours that constitute Offenses. 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 George Brown College Polices.

### **Protection of Privacy**

Residence respects the privacy and personal information of residence 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 offenses documented in Residence Reports will be made available to the Resident, Campus Security and the Office of the Vice President, Student Services, upon request.

All Residence reports, files and records, both paper-based and electronic, will be kept for a period of three (3) years after the termination of the Student Residence Agreement. Files related to an eviction will be kept for seven (7) years.

#### 4. RESIDENCE CITIZENSHIP

You are a citizen of the Residence community and a student of George Brown College. You therefore have certain rights and responsibilities. Your privileges are yours to maintain by respecting the rules of Residence and George Brown 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) access to your assigned suite,
- g) expect that roommate will respect your personal property,
- h) expect reasonable cooperation from others when you are sharing common rooms/facilities,
- i) live in a clean environment, requiring a joint and equitable effort from you and your suite/roommate,
- j) reasonable privacy from unit/suite/roommates or others,
- k) have your concerns considered by Residence Staff,
- l) have all reported offenses investigated in a reasonable amount of time and efficient manner,
- m) 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 George Brown 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 George Brown 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 George Brown 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 George Brown 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 George Brown 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 George Brown 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 George Brown College for any loss or damage to your room and its furniture, telephone and effects of George Brown 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 George Brown College email account on a regular basis for messages from Residence Staff,
- p) carry your George Brown College ID and show it when requested by Residence or George Brown 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.

## 5. OFFENSES AND SANCTIONS (THE RULES AND CONSEQUENCES)

An offense is any unacceptable conduct, action or neglect that violates the RCLS, Student Resident Agreement or George Brown College's policies. Offenses are described and classified based on three levels of increasing severity. Sanctions are the consequences for offenses, which are described in detail in subsequent sections of the RCLS. At each level of offense and/or after repeated offenses the severity of the sanctions will increase.

**Level 1 Offenses:** Actions that interfere with the rights of another individual or community to the peaceful use and enjoyment of their space in Residence. Normal Point Range: 1-2

**Level 2 Offenses:** Actions that create a significant nuisance and/or disturbance to an individual or community and/or repeated level one offenses. Normal Point Range: 2-4

**Level 3 Offenses:** Actions that endanger the safety and security of an individual; significantly compromise or damage personal or Residence/George Brown College property; attack the dignity/integrity of an individual; contravene the laws of the land; and/or repeated level two offenses. \*Any Level 3 Offense may warrant an eviction. Normal Point Range: 4-6

## The Point System

The point system is designed to help define the seriousness of specific behaviours and where a Resident stands in the disciplinary process (i.e. how far away they are from eviction). All offenses are associated with points ranging from a value of 1 through 6. All offenses have a minimum value of one point. The assigned number of points will depend upon the incident and/or its severity. Points remain on record for the academic term, or as stipulated upon eviction. After a Resident has been found responsible for an offence, the Resident will usually also be responsible for educational, restorative, or punitive sanctions. In some circumstances, points may be removed after the completion of educational or restorative sanctions. Within the Point System, the progressive disciplinary process is summarized by the following table:

Points Accumulated	Stage in Disciplinary Process
1 - 3	Warning
3 - 5	On Notice
5 - 8	On Probation (Typically includes Behaviour Contracts and/or Suspensions)
9 +	Eviction (Exception: Any Level 3 Offense could warrant an eviction even if the point accumulation is less than 9)

## OFFENSES

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

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

**Note:** Residents or other community members who wish to campaign or advertise activities associated with the Residence or George Brown College is required to speak with a Residence Staff member to seek permission to do so

<b>Level 1</b> 1-2 points	<ul style="list-style-type: none"><li>a) Displays in windows or other prominent places 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>
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2. Alcohol	
<b>Level 1</b> 1-2 points	<p><b>a)</b> Open alcohol, where prohibited. Alcohol is only permitted to be consumed in individual Residence rooms/suites.</p> <p><b>b)</b> Possession of single serving glass containers (i.e. beer bottles, coolers).</p> <p><b>c)</b> Possession of drinking paraphernalia. Examples of drinking paraphernalia include funnels and beer bongs.</p> <p><b>d)</b> 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.</p>
<b>Level 3</b> 4-6 points	<p><b>e)</b> Consumption of alcohol by residents and guests under the legal drinking age or those on alcohol probation.</p> <p><b>f)</b> Drinking games or promotion of a social function which has the consumption of alcohol as its central focus or purpose.</p> <p><b>g)</b> Imposing the physical effects of intoxication on the Residence Community, for example vomiting, passing out, aggressive, or significantly disruptive behaviour.</p> <p><b>h)</b> Making or selling alcohol in Residence.</p> <p><b>i)</b> Purchasing or supplying persons under the legal drinking age with alcohol.</p>

3. Cleanliness	
<b>Level 1</b> 1-2 points	<p><b>a)</b> Littering</p> <p><b>b)</b> Failure to keep your Room in a clean and sanitary condition.</p> <p><b>c)</b> Improper disposal of refuse, including leaving garbage bags outside of your unit/suite/room or outside of designated garbage areas.</p> <p><b>d)</b> Collection of empty containers, bottles or cans that is judged by Residence Staff, for sanitary reasons, to be beyond recycling purposes.</p>

4. Damages and Vandalism	
<b>Level 2</b> 2-4 points	<p><b>a)</b> Marking any surface through action or neglect, that is not deemed normal wear and tear.</p> <p><b>b)</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.</p> <p><b>c)</b> Failure to keep your furniture, fixtures and appliances in a good state of repair.</p>
<b>Level 3</b> 4-6 points	<p><b>d)</b> Behaviour that causes, or has the potential to cause significant damage through action, carelessness or negligence.</p> <p><b>e)</b> Willful damage, vandalism or graffiti or neglect that leads to serious damage to the residence, George Brown College or private property.</p>

## 5. Disruptive Behaviour

<b>Level 1</b> 1-2 points	<b>a)</b> Throwing, dropping, kicking or knocking objects from/at Residence buildings, windows, or stairwells, whether intentional or unintentional. <b>b)</b> Participating in physically-active games or sports inside Residence or within the Residence grounds which could disturb residents, staff or the surrounding community or cause damage to facilities or personal injuries.
<b>Level 2</b> 2-4 points	<b>c)</b> 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 George Brown College. This includes pranks/raids or similar actions that could be damaging to personal, Residence or George Brown College property or reputation.

## 6. Facilities and Furniture

<b>Level 1</b> 1-2 points	<b>a)</b> Removal of furniture, appliances, window screens or other fixtures from assigned rooms/units or common spaces and placing them elsewhere.
<b>Level 2</b> 2-4 points	<b>b)</b> Alteration or renovation of Rooms, furniture, or equipment. <b>c)</b> Installation of unauthorized furnishings, equipment or devices. This includes internet, phone, and cable. <b>d)</b> Failure to keep access clear to electrical panel, heating unit and maintenance access.

## 7. Guests & Visitors

1. Residents must sign in their guests at the front desk before they enter the Residence.
2. The guest must show one piece of photo identification with the front desk staff.
3. No visitors will be granted access into the Residence after 2:00am.
4. Residents may sign-in up to two (2) guests at a time.
5. While each guest is in the Residence, the Resident must remain in the company of the guest at all times until the guest is signed out.
6. Guests staying overnight are subject to a overnight fee.
7. 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.
8. 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.
9. 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.
10. 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 offense(s) committed by the guest.

## 7. Guests & Visitors

**11.** 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.

<b>Level 1</b> 1 -2 points	<b>a)</b> Failure to sign-in Guests at the front desk. <b>b)</b> Failure of Resident to be with their Guest at all times in Residence. <b>c)</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.
<b>Level 2</b> 2 -4 points	<b>d)</b> Hosting a Guest during George Brown College's Orientation Week or when Exam Quiet Hours are in effect. <b>e)</b> Living or permitting someone else to live in a room/unit without an approved assignment from Residence
<b>Level 3</b> 4 -6 points	<b>f)</b> Hosting a guest who violates 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

**Note:** 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.

**Note 2:** Differentiation between level 2 and 3 offenses will be based on the intent and impact of the behaviours and the definitions of each level described above.

<b>Level 2</b> 2 -4 points	<b>a)</b> Failure to abide by George Brown College's Code of Conduct or related legislation which defines harassment and discrimination.
<b>Level 3</b> 4 -6 points	<b>b)</b> Any conduct that could be deemed as bullying or cyber bullying, via a group or an individual. <b>c)</b> Any statement, action, or display that could be deemed as inappropriate or derogatory towards an individual or a group

## 9. Illegal Substances & Activities

**Note:** Any observations about the behaviour, speech, odours 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.

<b>Level 1</b> 1-2 points	<b>a)</b> Possession of paraphernalia associated with the use of illegal substances (e.g. bong, pipe, roach clip, hookah, and grinder)
<b>Level 3</b> 4-6 points	<b>b)</b> Possessing, using, making, selling or being under the influence of an illegal substance in Residence. <b>c)</b> Any behaviour or activities that contravene the laws of the land (i.e. gambling)

## 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

<b>Level 1</b> 1-2 points	<b>a)</b> Non-compliance with Consideration Hours or Quiet Hours. <b>b)</b> Possession of large musical instruments. <b>c)</b> Use of musical instruments or sound equipment.
<b>Level 2</b> 2-4 points	<b>d)</b> Non-compliance with Exam Quiet Hours. <b>e)</b> Excessive noise that interferes with the academic work of Residents and/or significantly disturbs the Residence community and/or our neighbouring communities.

## 11. Pets

<b>Level 2</b> 2-4 points	Keeping any animal or pet in Residence including fish.
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## 12. Respect and Cooperation

<b>Level 2</b> 2-4 points	<ul style="list-style-type: none"><li>a) Failure to respond to the written or verbal direction of Residence or George Brown College Staff.</li><li>b) Demonstrated lack of respect, civility, courtesy or cooperation with a member of the Residence community, including residents, visitors, Residence staff, or George Brown College staff.</li><li>c) Failure to provide identification, or providing false identification when asked from a residence or George Brown College staff.</li><li>d) Providing a false report of an incident or impeding an investigation.</li></ul>
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## 13. Restricted Areas & Unauthorized Entry

<b>Level 3</b> 4-6 points	<ul style="list-style-type: none"><li>a) Unauthorized entry into restricted areas of Residence, including rooftops, basements, utility rooms, offices, etc.</li><li>b) Entry into another Residents Room without the consent of that Resident.</li></ul>
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## 14. Safety, Security and Fire Prevention

<b>Level 1</b> 1-2 points	<ul style="list-style-type: none"><li>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.</li><li>b) Improper use of an emergency exit.</li><li>c) Footwear must be used within all Interior and exterior common areas of the Residence.</li></ul>
<b>Level 2</b> 2-4 points	<ul style="list-style-type: none"><li>d) Possession or use of candles, incense, lava lamps, hot plates, flame cooking devices, indoor barbeques, deep fryers and the like are prohibited. Cooking devices without an automatic shutdown are not allowed in residence.</li><li>e) Covering, tampering with, or removing the PA system, smoke and/or heat detectors</li><li>f) Blocking hallways, stairwells, exits and access to fire safety equipment.</li><li>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.</li><li>h) Overloading or tampering with electrical systems.</li><li>i) Tampering with video surveillance equipment or systems.</li></ul>
<b>Level 3</b> 4-6 points	<ul style="list-style-type: none"><li>j) Possession or use of explosive or flammable material (i.e. firecrackers, fireworks and barbecue propane tanks).</li><li>k) Discharging, tampering with, covering or operating any fire prevention or detection equipment for any purpose other than the control of a fire.</li><li>l) Actions or neglect that leads to a fire.</li><li>m) Failure to evacuate during an alarm.</li><li>n) Careless driving on Residence grounds.</li><li>o) Actions, carelessness or neglect that causes an elevator to stall and/or require repair.</li></ul>

## 15. Smoking

<b>Level 2</b> 2-4 points	<b>a)</b> Smoking in residence is not permitted, including but not limited to the use of cigarettes, e-cigarettes and vaporizers. <b>b)</b> Smoking in an outdoor location on Residence Grounds is not permitted by Residence or George Brown College.
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## 16. Technology Misuse

<b>Level 2</b> 2-4 points	<b>a)</b> Failure to abide by George Brown Colleges technology, phone and internet policies.
<b>Level 3</b> 4-6 points	<b>b)</b> Interference with the technology of the Residence, George Brown College or another Resident. <b>c)</b> Copyright infringement (i.e. illegally downloading music, movies or other media using the Residence internet connection).

## 17. Unauthorized Activities

**Note:** All events, activities or gatherings where there could be a substantial amount of noise or involve alcohol consumption must be approved by Residence staff 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.

<b>Level 2</b> 2-4 points	<b>a)</b> Any gathering over the maximum capacity of a Residence room. <b>b)</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. Each resident must identify and register their appliances with the front desk. 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.

<b>Level 1</b> 1-2 points	<b>a)</b> Possession of equipment, keys, appliances or furnishings not authorized by Residence or George Brown College.
<b>Level 3</b> 4-6 points	<b>b)</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.

<b>Level 3</b> 4-6 points	<b>a)</b> Any communication or behaviour that is perceived as offensive, abusive, aggressive or threatening. <b>b)</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.

<b>Level 3</b> 4-6 points	<b>a)</b> 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 George Brown 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 offense.

### 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 George Brown 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) Any 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) Trespass Notice (PNG or Trespass Notice – a sanction given to an individual who is denied the privilege to enter the Residence, or prohibited from a specific location within Residence. The individual is also prohibited from attending any Residence events which occur outside of the building. A copy of the trespass letter is filed with Campus Security. The individual found or seen violating the trespass notice at any time will be reported to Campus Security and may be subject to further sanctions under Residence or George Brown College policies.
- m) Denial of Readmission to Residence – a sanction given to a Resident who will not be permitted to live in Residence in the future.

## Level 3

- n) Any level 1 and 2 sanctions.
- o) 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.
- p) Residence Probation – a sanction applied as a serious warning against future Offenses, usually leading to eviction when the next Offense (at any level) occurs.
- q) Eviction – termination of the Resident’s Student Residence Agreement (contract) with the Residence.
- r) Recommendation for charges of non-academic Misconduct – a sanction where Residence staff make a formal recommendation to George Brown 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.

## 6. 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 Offense(s).
- b) The Resident is entitled to an opportunity to respond to allegation(s) of Offense(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 Offense(s) until an impartial and unbiased Decision-maker has determined the Offense(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 offenses, the Resident is entitled to call a reasonable number of witnesses to the meeting to discuss alleged Offense(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 Offense(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 offense has occurred is referred to as the standard of proof. Outside of a court of law, the model used by George Brown 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.

Residence staff will record behaviours, actions or negligence that may be Offenses against RCLS in Incident Reports. 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 Offense(s) and will notify them of a meeting to discuss the matter.

The purpose of a Judicial Meeting between a Resident and a Residence staff member is to investigate allegations of offenses 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, which will outline all necessary decisions about offenses, 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, delivery of Decision Letters, and any other important aspects of the judicial process: (a) a telephone call to the Residents phone provided to them in their room or the phone number on their residence application, (b) an e-mail to their George Brown College e-mail account or the account provided in their application, (c) a letter placed in a Residents mailbox or under a Residents room door, or (d) 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.

<b>THE GEORGE JUDICIAL PROCESS</b>		
<b>INCIDENT REPORT</b> Alleged violations of the RCLS are documented by Residence staff in an Incident Report		
<b>ALLEGED LEVEL 1, 2 &amp; 3 OFFENCES: JUDICIAL MEETING WITH RLC</b> Resident(s) meet with the RLC to review the Incident Report.		<b>ALLEGED VIOLATIONS OF BEHAVIOUR CONTRACTS AND/OR SERIOUS LEVEL 3 OFFENCES: JUDICIAL MEETING WITH GM (OR DESIGNATE)</b> Resident(s) meet with the GM to review the Incident Report
<b>DECISION LETTER</b> RLC communicates decision about allegations, offences, and sanctions to Resident(s) in writing.	<b>INCIDENT REFERRED TO GM (OR DESIGNATE)</b> In situations where Resident(s) have violated Behaviour Contracts or when serious Level 3 offences are assessed, the Incident will be referred to the GM (or designate).	<b>DECISION LETTER</b> GM (or designate) communicates decision about allegations, offences, and sanctions to Resident(s) in writing.

\*Note: when the person/position identified is not available, their designate will assume their role in the process.

## 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 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 summary of the Appeal Procedures is presented in the chart following this section. The following general principles apply to all appeals:

- 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 RLCS 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. Staff will endeavour to respond to appeal requests within 72 hours of receiving them.
- d) Depending on the original decision rendered the appeal process proceeds via one of two processes: the Regular Appeal Process or the Eviction Appeal Process, which are detailed below.

## The Regular Appeal Process

- a) The Regular Appeal Process will be in place for all decisions excluding Eviction.
- b) The first stage is the informal appeal, where the resident contacts the Decision-maker in writing within 72 hours to appeal the decision. The resident may present new information and/or alternate sanctions for the Decision-maker to consider.
- c) Once an appeal request is received, the resident(s) will be contacted within 72 hours to set-up their informal appeal meeting.
- d) The Decision-maker may alter the decision and/or sanctions. If the resident determines that the outcomes of the informal appeal are not satisfactory and they have grounds for a formal appeal they may complete an Appeal Request Form and submit it to the Residence Office, within 72 hours of receiving the informal appeal decision. The resident requesting a formal appeal must demonstrate 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.
- e) Once the Appeal Request Form is received, the resident(s) will be contacted in writing within 72 hours to notify them if their request for a formal appeal will be granted. If the formal appeal is granted, the GM (or designate) will set-up an Appeal Meeting with the resident(s).
- f) The individual or 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 re-hear the case.
- g) 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.
- h) All decisions made in a formal appeal are final and are not subject to further appeals.

## The Eviction Appeal Process

- a) In the event of an eviction, there is no informal appeal. If the resident has grounds for an appeal, the resident may complete the Appeal Request Form and submit it to the Dean, Student Services, within 72 hours of receiving the eviction. The resident requesting the appeal must demonstrate that they have grounds, 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.
- b) Once an eviction Appeal Request Form is received, Dean, Student Services (or designate) will review the grounds for the appeal and make a decision to either deny the appeal or set-up an Eviction Appeal Hearing. The resident(s) will be contacted within 72 hours to notify them of this outcome.
- c) If the appeal is granted, the Dean, Student Services will set-up the Eviction Appeal Committee, which will be comprised of three (3) members of the Residence Operating Committee. One of the members of the Eviction Appeal Committee must be a student. Residents appealing an eviction will be provided with additional information about Appeal Hearing procedures.
- d) The Eviction Appeal Committee will communicate a decision in writing to the resident. The committee will review all evidence and may decide to:
  - 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 re-hear the case.
- e) 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.
- f) All decisions made in an Eviction Appeal Hearing are final and are not subject to further appeals.

<b>REGULAR APPEAL PROCESS</b>		<b>EVICTION APPEAL PROCESS</b>	
<b>OUTCOME OF JUDICIAL PROCESS</b>	<b>DECISION LETTER FROM RLC FOR LEVEL 1, 2, &amp; 3 OFFENCES</b>	<b>DECISION LETTER FROM GM (OR DESIGNATE) FOR EVICTION</b>	
<b>INFORMAL APPEAL</b>	<b>INFORMAL APPEAL REQUEST</b> Resident contacts the RLC in writing within 72 hours to set-up informal appeal	<b>NO INFORMAL APPEALS</b>	
	<b>RESIDENT AND RLC MEETING</b> Resident presents new information and/or alternate sanctions to RLC for consideration.		
	<b>APPEAL REQUEST FORM</b> Resident completes this form to request a Formal Appeal. The Form must be submitted to the GM within 72 hours of the meeting with the RLC.	<b>APPEAL REQUEST FORM</b> Resident completes this form to request a Formal Appeal. The Form must be submitted to the Dean of Student Services within 72 hours of receipt of the Eviction Letter.	
<b>FORMAL APPEAL</b>	<b>APPEAL MEETING WITH GM</b> The GM (or designate) reviews the Appeal Request Form and sets up an Appeal meeting with the Resident. In the Appeal Meeting the Resident presents new information and/or alternate sanctions to GM for consideration.	<b>REVIEW OF THE APPEAL REQUEST FORM</b> Director, Student Experience (or designate) reviews the Grounds for the Appeal. The Resident will be notified in writing the outcome their Appeal request, which will consist of one of the two options below.	
		<b>APPEAL DENIED</b>	<b>EVICTION APPEAL HEARING</b> A Hearing will be set-up to review the Appeal. In the Hearing the Resident presents new information and/or alternate sanctions for consideration.

\*Note: when the person/position identified is not available, their designate will assume their role in the process.

## 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.









Last Updated: August 2017

# IMPORTANT NUMBERS

## EMERGENCY

Fire/Police/Ambulance  
Security  
Front Desk

416-808-2222 / 911  
416-415-4000 or ext. 0 from a College phone  
ext. 0

## COUNSELLING SERVICES

St. James Campus  
Casa Loma Campus  
Waterfront Campus

416-415-5000 ext. 2107  
416-415-5000 ext. 4585  
416-415-5000 ext. 5370

## MEDICAL

Loblaws Pharmacy  
St. Michael's Hospital  
Sunny Brook Hospital  
Corktown Medical Centre

416-363-6412 200 Front St E, Toronto, ON  
416-360-4000 30 Bond St, Toronto, ON  
416-480-6100 2075 Bayview Ave, Toronto, ON  
416-419-4462 589 King St E #1, Toronto, ON

## COLLEGE

416-415-2000

## RESIDENCE

The George – Student Residence  
80 Cooperage Street, Toronto, ON M5A 0J3

Phone: 416-761-8000  
Email: [info@georgebrownresidence.ca](mailto:info@georgebrownresidence.ca)  
Web: [georgebrown.ca/residence](http://georgebrown.ca/residence)

Residence professionally managed by  Campus Living Centres