



BU Residence Handbook 2023-2024



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Emergency Contacts

Police / Fire / Ambulance: 911

Police (non-emergency): (204) 729-2345

Security: (204) 727-9700

RA On-Duty: (204) 724-2263

Manitoba Suicide Prevention and Support Line: 1-877-435-7170

Mobile Crisis Unit: (204) 725-4411

Sexual Assault Crisis Line: 1-888-292-7565



Welcome Home

Welcome to Brandon University Residence! We are excited to you have join our community, and we want you to know that you matter here. It is our hope that your stay in residence becomes one of the most rewarding experiences of your university journey. Our goal is to provide you with a safe, comfortable living and learning environment in which you may grow as an individual and develop long lasting relationships!

This handbook provides a brief introduction to what you can expect from living in residence and the expectations of you as a community member. You'll find valuable information about living with roommates, safety procedures, policies, and contact information that will help guide you through your transition to residence life. As you begin your year with us, please know that the Residence Team is always available to support you and help you solve problems that may arise.

We hope that you enjoy your experience at Brandon University and that you will take advantage of all of the opportunities that living in residence provides. We look forward to getting to know you.

Best wishes,

The Residence Team

Our Mission

The Residence Office facilitates a residence life experience in which students are supported in their academic pursuits, personal growth, and participation in an interdependent community.

To achieve this, we:

- provide secure, comfortable, and inclusive spaces for living and learning;
- manage a team of well-trained professional and paraprofessional staff;
- encourage individual growth and academic success through meaningful programs and relationship building.

Our Values

The Residence Team engages students and leaders in a vibrant community to enrich the student experience. The Residence team embraces the following values guided by the knowledge and practices of the student services profession and Brandon University's academic mission.

Inclusion. We value a community that is diverse, based on principles of equity, justice, and acceptance. We challenge community members to recognize the rights of all individuals to mutual respect and acceptance; and to embrace differences of race, culture, religion, creed, socio-economic background, gender, and sexual orientation, without bias. We offer opportunities that foster a friendly and welcoming community.

Learning. We strive to encourage an environment where students and leaders can be inspired to practice critical thought and realize their intellectual potential and allow for personal and professional growth.

Respect. Respect self, respect others, and respect your surroundings. We believe these basic principles are essential for building meaningful connections and ensuring that the rights of others are not infringed. We strive to empower residents to take responsibility for their behaviour, maintain balance, and take care of themselves.

Wellness. We strive to create a community that appreciates a balanced lifestyle, one that actively promotes the benefits and practice of mental and physical health to all of its members. With the recognition that students will use these skills outside of the residence community, we endeavor to develop strong individuals who are purposefully engaged in their own wellbeing.

The Residence Office

The Residence Office is located on the main floor of McMaster Hall. Residence staff oversee the operation and management of the residence community.

If you have any questions or concerns about your residence experience please do not hesitate to contact the Residence Office. You are welcome to drop in with questions, or make an appointment to speak with someone. We are all friendly and love speaking with students.

The Residence Office can be reached at:

Tel: (204)-727-9761

E-mail: residence@brandonu.ca

The office is open Monday to Friday 8:30 a.m. - 4:30 p.m.

Residence Staff Team

The Residence Staff Team is available to assist you with questions or concerns about Residence. The Residence Staff Team works hard to create a student focused residence community. We strive to provide high quality service to all residents, and are committed to providing opportunities for personal growth and development. Here is a list of some of the people who will be important to you during your time in residence.

Residence and Ancillary Clerks

You most likely have already met our amazing Residence Clerk and/or Ancillary Clerk by email. They will have been in contact with you throughout the summer providing you information about your room assignment and your residence check-in. The Residence Clerk and Ancillary Clerk provide administrative support for the day-to-day operations of our residences and our ancillary services. They are available at the front desk to answer questions, sign out equipment and assist students as needs arise.

Residence Manager

The Residence Manager oversees the residence hall programming to ensure that the residence experience is positive for all students. They provide leadership and strategic direction to the residence team. The Residence Manager directly supervises the Residence Assistants and mentors the Residence Councils. Additionally, they respond and manage residence student conduct and serve as a support and resource to all students living in residence.

Manager of Ancillary Services

The Manager of Ancillary Services is responsible for the administrative and fiscal operations related to residence, such as building cleaners, maintenance, and renovations. They also manage parking services, the student ID Centre and conference services on campus. The Manager of Ancillary Services serves as a resource to all students living in residence.

Residence Assistants

Brandon University Residence has a team of six to eight Residence Assistants (RAs) that covers all three of our residence halls. An RA is considered to be “go-to” person for your floor/community. These individuals are trained student-staff working to promote a positive and safe community environment.

Your RA should be the first person you contact if you:

- have a question or concern about living in residence
- need help approaching a roommate about an issue
- need guidance on how to deal with a problem
- want to get involved in lots of fun activities in residence

RAs are also available to provide conflict mediation/resolution, crisis intervention or a safe space to talk should you ever need it. They also organize and host programs and events throughout the year that help connect you with other people in your area, reduce stress and facilitate learning. RAs work to uphold the community standards found within this handbook by addressing incidents in the moment and following up on behavioural and community concerns that are brought to the attention of Residence Office. Every night, there is a RA on duty that will perform regular walks around all residence halls to ensure the safety and well-being of the residents. The RA On-Duty can be reached Monday to Friday from 4:30pm to 8:30am, and then 24 hours on Saturday and Sunday. The RA On-Duty Phone Number is: (204)-724-2263.

Academic Residence Assistants (ARA's)

ARA's are student staff that promote academic activities and promote Student Services Academic skills.

Residence Councils

Residence Councils are student elected groups that organize residence programming. Each council has a President, Vice-President, Secretary/Treasurer, and floor/hall reps. All members promote residence spirit and encourage residents to have fun! Joining your Residence Council is a great way to get involved in the community and make great friends.



Residence Related Fees

In addition to the room and board payments, each residence student pays an Application Fee, a Residence Student Association Fee, a Facilities Fee, and a Maintenance Fee.

Application Fee

Upon applying for residence, each applicant is charged a non-refundable \$65.00 application fee. This fee confirms your interest in applying for residence.

Residence Student Association Fee

The Residence Councils are funded by the Residence Student Association Fee (R.S.A. Fee). This fee (\$30.00) is collected by the University on behalf of the Residence Councils, and disbursed to the Councils twice per year. It is from this means that the Residence Councils derive their operating funds. The R.S.A. fee is charged to each resident at check-in, and is non-refundable.

Facilities Fee

Each resident is charged \$82.50 per term for a facilities fee. The fund created by the collection of this fee is used for upgrading of residence facilities, such as replacement of carpet, furniture, renovations, etc. This fee is non-refundable.

Maintenance Fee

Each resident is charged a \$26.50, non-refundable, maintenance fee upon check-in. The fund created by the collection of this fee pays for non-recoverable damages within the Residence Complex, such as those damages resulting from normal wear and tear, vandalism, and abuse of Residence property. Residents are encouraged to minimize damages in the Residence Complex so that this fund may be used to make significant positive changes, rather than fund repairs necessary as a result of vandalism or carelessness.

Other residence related fees may include:

Room Change Fee

Residence students who wish to move rooms may be subject to a \$75.00 room change fee. This does not include moves based off occupancy requirements or those that are on a room wait list.

Rule Violation Fee

Residence students may face a \$100.00 rule violation fee, as per the discretion of the Residence Manager. For instance, a residence student may be charged a rule violation fee after failing to respond to important residence communication.



Residence Community Living Standards

Brandon University's Residence Community Living Standards (RCLS) are a set of community values, expectations, and policies for all students and staff living and working in residence. All residents and staff are expected to uphold the RCLS.

The following section provides an overview of most of the RCLS and regulations; it does not fully cover all of them in detail. Failure to comply may result in disciplinary action. Please note that since circumstances are not always categorically defined, some situations may be left to the discretion of the Residence Staff.

In working with students, residence staff emphasize student development and accountability for one's own actions and/or behaviour; therefore, anger, alcohol, or substance abuse will not be acceptable as a reason or rationale for behaviour that does not follow the RCLS.

All students residing in Brandon University residences are responsible for abiding by all federal and provincial laws, the human rights codes of Manitoba and Canada, all city by-laws, the residence agreement and all other university policies and procedures.

Residence students will be held accountable for any actions that are not deemed appropriate by university and residence policies. Please note that all residence outcomes, policies, and procedures are separate from any criminal charges, and a student who is held responsible for actions taken that contravene a law, may face charges outside of the residence environment.

Administration of the RCLS

Should a resident conduct themselves in a way that is contrary to the RCLS and/or their actions or behaviour has a negative impact on our residence community the Incident Management Process is followed.

Accommodations

Brandon University Residence Staff recognizes that some students may have practices or medical requirements that may put them in conflict with the RCLS. This includes but is not limited to: smudging, emotional support animals, medical cannabis, etc. Anyone requiring accessibility accommodations must contact Student Accessibility Services and provide the required documentation. Due notice, at minimum 30 days, must be given to the University before any accommodation can take place.

Residence Rights, Privileges and Responsibilities

The well-being of the Residence community rests on the balance of the community's ability to respect the needs of the individual, and the individual's ability to respect the needs of the community. Residence Staff work with residents to create communities based upon mutual respect and personal development. This is best achieved when every individual is aware of their shared rights and the accompanying responsibilities. The following guiding principles describe your rights, privileges, and accompanying responsibilities as a resident within the Residence community:

Guidelines	Rights	Responsibilities
Safety	You have the right to an environment that is safe.	You have the responsibility to not engage in activities that could be harmful to the health and safety of yourself or those in your community.
Respect & Dignity	You have the right to live in an environment free of harassment, intimidation and discrimination and be treated with respect and dignity.	You have the responsibility to refrain from actions of harassment, discrimination and intimidation and treat others with respect and dignity. This also means speaking up when you are aware of such acts or see others being treated with a lack of respect and dignity.
Fairness & Support	You have the right to expect fair and consistent service from Residence Staff. You have the right to be heard and access support services through appropriate campus resources.	You have the responsibility to be responsive and cooperative in all dealings with University Staff members following applicable processes, and to respond to their requests (including email correspondence) in a timely manner.
Clarity of Standards	You have the right to expect that the Community Standards as outlined in this handbook and in the Residence Agreement are clear.	You have the responsibility to know the Community Standards and ask questions if you do not understand them.
Community Living	You have the right to enjoy all of the benefits of living in Residence including those related to academics, convenience, social activities, opportunities and resources.	You have the responsibility to contribute to the community in a positive way and be familiar with the high expectations for living held by your community.
Cleanliness	You have a right to a living space that is clean and kept in good condition.	You have the responsibility to assist in the upkeep of common areas (lounges, washrooms, etc.) by not leaving behind garbage or dishes, by using appropriate disposal and recycling receptacles, and to keep your own room clean and in good condition.

Guidelines	Rights	Responsibilities
Reasonable Quiet	You have the right to live in an environment conducive to sleep and study.	You have the responsibility to follow the standards regarding quiet hours and to always be considerate of others even when quiet hours are not in place (these are called consideration hours).
Autonomy in Managing Personal Health	You have the right to manage your own health and wellness.	You have the responsibility to work with Residence staff and health providers to ensure your personal physical and/or mental health does not negatively impact the residence community or yourself.
Consideration	You have the right to enjoy your living space with consideration for and from your roommate, and others living around you.	You have the responsibility to consider the needs of your community and roommate, and to engage in the outlining of reasonable expectations in your shared living space.
Reasonable Privacy	You have the right to a reasonable amount of privacy and the safety and respect of your possessions.	You have the responsibility to take all necessary means to maintain the security of your community including upholding the integrity of access points to your community and locking up valuables.
Legal Rights	You retain your legal rights as a member of the Residence community.	You have a responsibility to abide by and be familiar with all Federal, Provincial and Municipal laws and regulations in addition to the University's own policies.
Guidelines	Privileges	Responsibilities
Housing	You have the privilege of having housing on campus.	You have the responsibility to respect the Community Standards and live within their guidelines in order to maintain this privilege.
Guests	You have the privilege of having guests visit you in residence.	You have the responsibility to (a) ensure that you have the permission of your roommates to host the guest, and (b) ensure that your guest(s) respect and abide by the Residence Community Standards, University policies, and the law.



Check Your Emails

It is an essential part of student life to keep up to date with all that happens on campus, including residence! From upcoming events to important deadlines, all news will be sent to your Brandon University email. If you go to ACC or another college, check the email that you put on your residence application.

To stay even more connected with BU Residence Life, follow our social media accounts and visit our website!



<http://www.brandonu.ca/residence>



BU Residence



bdn_residence



Living with a Roommate

Living in residence can be a great deal of fun – some of the best friends you’ll ever meet might be living down the hall from you. At the same time it can be stressful to live in close proximity to a large number of people and there is potential to run into conflict with some of the people on your floor. However, how you chose to handle these situations will determine whether this will be a positive experience or a negative one.

Roommate Agreements

Whether you have known your roommate for years, or they are someone you just met, living with someone is a totally new experience. A roommate agreement can be used to start conversations with your roommate regarding personal habits, needs, and wants related to your shared space. It is a written agreement used to help you set guidelines for the environment you live in based on respect for each other.

All double occupied rooms will be asked to complete a roommate agreement during their first week in residence. All parties should respect the terms of the agreement; should changes need to be made, all roommates should sit down again and renegotiate the agreement. The needs of all roommates should be considered and addressed. However, this does not mean you will get everything you want. In most situations compromises will need to occur when sharing a space.

Working Through and Dealing with Roommate Conflict

It is very important to communicate needs clearly and openly when in the midst of a conflict. Living with someone will always have its ups and downs and sometimes a situation is not easily solved.

We encourage you to take the following steps to resolve a roommate conflict:

- Should a conflict arise, roommates must first openly and respectfully discuss the subject of conflict and attempt to reach a mutually agreeable compromise. Revisit your roommate agreement and make changes as necessary.
- If the conflict cannot be solved by the individual roommates, the residents must seek out the consultation of their RA. The RA can conduct a ‘roommate mediation’ in an effort to resolve the conflict.
- Finally, if the conflict still remains unsolved the RA will consult with the Residence Manager to discuss options to resolve the situation. Residents should note that a room change is the ‘last-resort’ to a conflict situation and will not take place until all other avenues have been attempted.

Room Change Requests

Room changes are not processed during the first three weeks of a term. After this period, room changes may be requested, although as a last resource only. All RAs are trained in mediating conflict and mediation must take place before a room change will be considered. Room Change Request Forms are available from the Residence Office. All room changes must be approved by the Residence Manager and residents may be charged a room change fee. Room checks are required every time a resident changes rooms and are completed by the Residence Assistants. Any unauthorized room changes may result in disciplinary action.



Incident Management Process & Accountability

When there is an incident in residence, it is important to follow the Community Standards Incident Management & Accountability process to encourage responsibility, preserve community and, when possible, repair any harms or wrongdoing to an individual or impacts to the community. Specifically, this is in respect to the following process:

Reporting: an incident can be reported to the Residence Office by anyone. This includes: Residence community members, off-campus students, staff, faculty, and administration. If there is an incident or concern related to any residence community member in or outside of residence, or there is a community impact, reporting this allows the Residence Office to manage and support the community through accountability.

Documentation: all incidents will be documented by any member of the Residence Staff.

Interviews: any student connected to a documented incident can be interviewed by the Residence Assistant or Residence Manager managing the specific incident process. Students interviewed will have access to aspects of the documented incident report and will be asked questions related to their knowledge, actions and impacts related to the situation. The student may bring a student union representative as support.

Communication: anyone contacted about a situation is expected to respond to interview requests immediately. The Residence Office will coordinate times using your academic timetable and will also work with your personal scheduling needs; howev-

er, it is important that interviews occur within the timeframe outlined by the Residence Staff. We expect open and honest communication in order to best support the process. The Residence Office will use your Brandon University e-mail address as the primary method of communication.

Confidentiality: we expect participants in this process to maintain confidentiality in order to preserve community and minimize negative impacts. Anything communicated to Residence Staff is communicated up within the management structure, and Residence Office is expected to report to the Residence Manager and Dean of Students.

Decision Making: the RA or the Residence Manager managing the incident will make decisions, or provide a letter outlining the outcomes, for incidents that are under their review. Decisions are made solely on the situation that has been documented; however, previous incident outcomes will weigh on future outcomes to identify best solutions to support the individual's success in residence. For more details, please see Incident Management Principles: Perspective, Approach and Impact section.

Burden and Standard of Proof: at each stage of the decision-making process the responsibility of establishing that there has been a violation by a student (burden of proof) will be on the Residence Staff. Decisions will be based on the balance of probability (standard of proof), which means that the evidence shows it is more likely than not the alleged behaviour occurred. The preponderance of evidence also requires the decision-maker to take into account conflicting evidence, meaning the student has the opportunity to present their side of the situation. In

short, the documentation and accompanying evidence must prove 'more likely than not' that an incident occurred. It is important to note that just because an incident has been reported, Residence Staff does not assume fault. Specific measures may be taken while we investigate, depending on the severity of the reported incident. The Residence Office will make these decisions, with the best interest of all students being considered.



Accountability

With reasonable effort, Residence Staff will aim to manage incidents and make decisions from a developmental lens, which requires active participation from the respondent of an incident. This is your responsibility. Active participation means:

Response: as a resident, you are expected to reply to any communication from the Residence Office. We encourage students to monitor e-mail on a consistent basis.

Engagement: for a truly developmental and/or restorative resolution, there needs to be investment from the respondents related to an incident. We encourage you to ask questions for clarification within the process and to ensure you access the appropriate supports and resources in cases where you are unsure.

Therefore, in cases where a respondent has not responded to communication or misses meetings related to an incident, a consequence-based decision will be made rather than a developmental or restorative resolution based on preponderance of evi-

dence, meaning, what most likely happened based on the information we have through documentation.

Incident Outcomes

Incident Outcomes are the final decision(s) and documentation related to a specific incident. The Incident Outcomes will also identify decisions made, collaboratively with the respondent or solely by the decision maker connected to the specific incident report. Below are examples of Incident Outcomes that can be decided upon in order to repair harm caused by the incident to an individual or the community.

Many of these can be considered commitments to the community, requiring a resident to engage in actions to restore the impact of a violation and repair the harms resulting from misconduct on other members of the community.

Developmental & Restorative Incident Outcomes

Apology: expression of remorse and the willingness to take responsibility for a transgression. Apologies must be sincere and are an important way to repair community relationships and restore trust between parties.

Community Project: taking action to rebuild the community is a way to pass on learning to others, show that one is socially responsible for their actions and rebuild the trust that is lost through misbehavior. Community projects should be meaningful, relevant to the harm and rewarding.

Community Resolution: informal agreement made between a member of the Residence Staff Team and members who have harmed or negatively impacted the community. Community Resolutions resolve a situation and will revisit community standards.

Educational Workshop: opportunity to explore a specific topic related to the harm caused to an individual and/or community. Examples include, but aren't limited to: alcohol, substance use, decision making, goal setting, aggression, diversity, discrimination and harassment, appropriate relationships, social media and Indigenous awareness.

Guided Reflection: formalizing impacts through an individually-gearred reflection activity that may include reading and/or reviewing a documentary, lecture or TED Talk.

Guided Support and Support Planning: A person is assigned to help, advise and support the respondent to support change in behaviour to prohibit committing further offences.

Restitution: monetary amount that repays financial loss. Restitution is different from fines even though they both involve money; fines are punitive and meant to impose a cost or burden upon an offender. Restitution is determined by an accounting of the losses incurred by the harmed party. Restitution agreements should include: clear specification of financial losses to harmed party, payment plan that meets the needs of the harmed party, but also take into account the respondent's ability to pay.

Restorative Justice Meeting: facilitated dialogue between offender and harmed parties. After discussion of the harm, the parties decide what steps the offender can take to repair harm. The dialogue is facilitated by the Residence Manager.

Warning: in discussion between the respondent and the staff managing the incident, they may discuss strategies to make different decisions in the future and the Incident Outcome being a warning and outlines of these strategies.

Consequence Based Incident Outcomes

In all cases, the Residence Staff managing the incident will explore developmental and/or restorative options to resolve the situation, taking into consideration the respondent and the harmed communities. In cases where the respondent is not engaging, the staff managing the incident will decide Incident Outcomes that may be perceived as consequences, which include but aren't limited to:

- Loss of privileges, including guest privileges
- Confiscation
- Fine
- Performance Bonds
- Removal and/or disposal of garbage at the expense of the resident(s) and/or cleaning charges
- Probation, which is a serious warning that a Resident is at risk of eviction for any future offence(s)
- Eviction from Residence with readmission restricted

Eviction from Residence

Students can be evicted from residence for conduct-related issues as deemed necessary by the Residence



Manager. Examples include, but are not limited to: multiple community standard violations, disrespect towards staff, physical violence, vandalism, theft, or possession of or involvement with illegal substances. Eviction does not relieve the student of financial obligations.

Temporary Relocation, Limits and Eviction

After an incident occurs and in the case of exceptional circumstances, the Residence Manager can decide to temporarily relocate or limit individual(s) involved in the reported incident.

Temporary Relocation can result in a move to an alternative residence space or alternate accommodation on campus at any given time.

Temporary Limits from residence can result in restricting access to any space under the jurisdiction of the Residence Office, or communication with individual(s). Space includes, but is not limited to: residence buildings and/or specific locations (ie: floors, common spaces, cafeterias). Communication Limits will be recommendations from Residence to restrict contact, including, but not limited to: face-to-face, notes, social media, mobile texting, photo/image sharing and/or communication through third parties. Limits can also apply to guests.

Temporary Eviction can be approved at any given time, without process, by the Residence Manager. The Residence Office will assist with arrangements, but is not financially responsible for final costs. These decisions will be made if there is a concern for the health and/or safety of person and/or communi-

ty. Every effort will be made to have the incident managed as quickly as possible.

Late-Year Conduct/Special Circumstances Outcomes

There are certain times of the year which may result in the conduct process being altered to accommodate residents writing exams, orientation week, or leaving for academic breaks. During this time Residence Staff may make decisions concerning behaviour and assign outcomes without the resident's engagement in the process. Residents always have the opportunity to appeal outcomes they feel may not be fair or reasonable.



Limits of Support

When a resident exhibits unacceptable behaviour and/or psychological needs, beyond the scope and expertise of what may reasonably be provided by the Residence Office, accommodation will be made in consultation with the resident and relevant Student Services. Where the behaviour and/or needs cannot be accommodated because it is deemed that continued occupancy could place the individual or other residents at risk, the Residence Office may take ac-

tion that can include, but will not be limited to, relocation to another residence and/or termination of the Residence Agreement.

Relocation or termination will only occur when other accommodations have been unsuccessful or where the severity of the behaviour demands immediate response. Termination will be implemented only after a review and referral process is completed for each case by the Residence Manager.

Appeal Process

Residents whose actions are found to be in violation of Residence Community Living Standards, and who have been sanctioned by a member of the Residence Staff Team may file an appeal. Submitting an appeal will not change the effective dates of any contracts/outcomes in place. The appeal must fully explain the resident's reasons for filing the appeal. The appeal must be filed within 72 hours of receiving the outcome letter. The appeal must be submitted by email to the Residence Office at residence@brandonu.ca.

Once the appeal email has been received, the Residence Office will acknowledge receipt of the appeal via email, within 3 business days, and include an update as to whether their appeal will be reviewed by the Residence Manager or Dean of Students, and the expected timeline for a decision.





Standards and Regulations

ALCOHOL

Consumption of alcohol in residence, or in any public area in or surrounding residence, is regulated by Manitoba's Liquor and Gaming Control Act. Please be aware that the provincial drinking age is 18. Individuals are required to respect and abide by all applicable federal, provincial and municipal laws pertaining to alcohol. Alcohol can be consumed in private residence rooms.

The following alcohol related behaviours are prohibited in residence:

- Any activity or event that requires alcohol consumption to participate
- Any form of drinking game (as a participant, host, or spectator), floor/hall crawl, or any event that has drinking as its main goal or intoxication as its inevitable end
- Excessive consumption of alcohol resulting in disruptive behaviour
- The sale of alcohol
- Common source alcohol
- Kegs or large volume containers of alcohol
- Funnels and/or other speed drinking devices
- Consumption or possession of open alcohol in hallways, stairwells, elevators, bathrooms, study rooms, games rooms, laundry rooms and/or non-designated common rooms
- Transportation of alcohol in hallways or between floors, unless it is in a closed or capped container.

APPLIANCES

Residents are not permitted to have any large appliance in their room. An open-element appliance, such as a hotplate, BBQ, or space heater, poses a significant fire hazard and such appliances are not allowed in residence rooms. Cooking appliances

such as rice cookers and slow cookers are also not permitted. Any appliance deemed a safety hazard will be confiscated until the end of the residence contract.

We only allow the following cooking appliances in residence:

- **CSA Approved Microwave**
- **CSA Approved Toaster**
- **CSA Approved Kettle**
- **CSA Approved Keurig style coffee pot**
- **CSA Approved Mini fridge (max. 4.0 Cubic Feet)**
- **CSA Approved Blender**

BUSINESSES, ADVERTISING, AND SOLICITATION IN RESIDENCE

The University does not permit solicitation, any third-party advertising, and/or operation of a business, in its residences.

Prohibited activities include but are not limited to;

- Flyers being slipped under doors
- Door-to-door knocking
- Door hangers, stickers, or other promotional materials being used/placed in residence,
- Mass mailings.

Information (including things like posters or tent cards) from approved parties is specifically monitored and explicitly approved through the Residence Office.

For questions about posters approval, please speak with the Residence Manager

CANNABIS

With the recent legalization of cannabis . it is important to be mindful of the regulations laid out in the handbook. We welcome feedback from residents as we work to adjust our community standards to best meet the needs of the community.

The Law

- The Manitoba government has set a legal age of 19 for the use, purchase and possession of cannabis. Underage consumption or possession of cannabis is a violation of the Residence Community Living Standards.
- The *Safe and Responsible Retailing of Cannabis Act* prohibits growing marijuana at home in Manitoba. Growing Cannabis plants in residence is prohibited.
- Smoking or vaping cannabis is not permitted on campus, including residence property. The *Non-Smokers Health Protection and Vapour Products Act* prohibits smoking and vaping cannabis in outdoor public places such as:
 - Streets and sidewalks
 - Parks and beaches
 - School grounds
 - Restaurant patios and decks and
 - The grounds of health-care facilities.

Ingesting and ingestible cannabis is permitted in residence.

Preparing ingestible cannabis products in shared spaces and residence rooms is not permitted in residence due to the inability to control impact on the environment and utilities.

Failure to adhere to the provisions of these standards with respect to cannabis will result in sanctioning and possibly eviction from residence. In particular, failure to properly store or label a cannabis product or cannabis equipment leading to another person inadvertently consuming cannabis may result in eviction from residence.

Residents who require the use of medical cannabis must register with the Accessibility Services Office. Accessibility Services will advise Residence regarding the accommodation.

Cannabis Storage

Cannabis equipment must be stored:

- In your private space in your residence room.;
- Sealed in a container such that any smell is undetectable outside of your residence room or, in a shared room, by your roommates;
- With labelling clearly indicating its use.

All students are encouraged to read the Brandon University Board of Governors Policy “Use or Consumption of Tobacco, Cannabis and E-Materials” for further information and clarification on our cannabis policy.

CLEANING AND GARBAGE



Residence staff will provide custodial services in designated common areas, such as; lounges, hallways, and washrooms. Personal housekeeping services are not provided. Residents are required to maintain a clean living environment and regularly remove any garbage.

COOPERATION WITH UNIVERSITY STAFF/OFFICIALS

It is expected that individuals will cooperate with University staff and officials in our Residence Community. Residence Staff, Ancillary Staff, Security, Custodial, Facilities, Maintenance, and Dining Hall/ Food Services staff are to be treated with courtesy and respect at all times. It is also expected that emergency services personnel (including, for example, the Police and Fire Departments, as well as Emergency Health Services) will be treated appropriately.

Failure to cooperate and/or comply with a request includes, but is not limited to; such actions as refusing to comply with a specific request (e.g., to open a door, to dispose of alcohol, to relocate while smoking); refusing Residence staff or Security entry into a unit while carrying out their duties; running or walking away or intentionally evading a staff member; or encouraging others to do so.

Verbal or physical harassment and/or emotional or physical abuse of staff members carrying out their duties will not be tolerated.

Failure to identify yourself or to falsely identify yourself when requested by a staff member is prohibited.

DAMAGES

All damage to residence property is prohibited. This includes but is not limited to behaviours such as:

- Marking any surface through action or neglect, that is not deemed normal wear and tear.
- 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.
- Behaviour that causes, or has the potential to cause significant damage through action, carelessness or negligence.
- Willful damage, vandalism or graffiti or neglect that leads to serious damage to private property.

Damage/Clean-up Fees

Ancillary Services and Residence reserve the right to levy charges (including repair and/or clean-up costs) or fines against residents of the applicable floor, room or hall.

FIRE SAFETY



Brandon University residences are governed by the laws and regulations of the Province of Manitoba as enforced by the Office of the Fire Commissioner. Violations of these laws and regulations may result in criminal charges.

- Tampering with fire equipment, including but not limited to; smoke detectors, heat detectors, fire ex-

tinguishers, sprinklers, pull stations, emergency exits, hanging of decorations (flags, etc.) from the sprinkler heads/pipes, is prohibited in residence.

- No flames are permitted in residence (e.g. candles, incense, sparklers, etc.). Please note, items to be used for religious/cultural purposes must be approved by the Residence Office.
- Hallways must remain clear at all times for safe exiting of the building. This includes storing items in the hall, and congregation of large groups.

In the event of a fire alarm, all students must vacate the building using the nearest exit immediately and remain out of the building until university officials clear students to enter again.

GUESTS

Residents are welcome to have guests in Residence and are responsible for ensuring guests know and abide by the regulations and procedures in this Residence Handbook. Any guest found violating the regulations will be asked to leave and may be banned from further visits.

Residents will be held accountable for any disruption or damage caused by their guests and may be subject to sanctions for any violations of the Residence Handbook regulations committed by their guests.

All guests entering residence after 11pm must register with Security Services and provide photo identification. Visiting guests who are unable to provide photo identification and/or are not properly registered with Security Services will be required to leave. Since most residents share accommodations with a roommate it is of utmost importance and respect for this person to have their permission prior to having an overnight guest.

Residents are required to “sign in” overnight guests each time they visit Residence using the online guest sign-in form. This assists residence officials during emergencies to have an aware of additional occupants in the buildings.

Overnight guests may stay overnight in Residence for three (3) consecutive nights to a maximum of seven (7) overnight stays in a month. Occupants who want to have a guest stay longer than three (3) consecutive overnights must submit a completed request by email to the Residence Office at least five days in advance of the guest’s visit.

Guests should not be left alone in lounges, other common areas or individual rooms. Guests are not permitted to carry keys belonging to Residence. Guests may be refused entry if they do not have proper photo identification, or if they are being rude or disruptive to any member of the Residence community, including Security.

Residence reserves the right to suspend guest privileges in any or all Residence buildings at any time.

HARASSMENT & BULLYING/CYBER BULLYING

Abuse (verbal, written, physical or otherwise), threats, intimidation, sexual assault, violence, pranks, and forms of harassment against any member of our community, is not tolerated in Residence. Ignorance, anger, alcohol, or substance abuse will not be accepted as an excuse for such behaviour. Incidents of harassment and bullying should be reported to the Residence Staff Team or referred to Brandon University's Diversity and Human Rights Advisor.

HAZING

Hazing or initiations of any sort are not tolerated in our Residence Community.

Hazing is any activity expected of an individual wishing to join a group (or of an individual wishing to gain or maintain full status in a group) which humiliates, degrades, abuses, endangers, or subordinates that individual, regardless of their willingness to engage in the activity. As such, hazing is a form of harassment. Voluntary participation is not an excuse for hazing. In addition, ignorance, anger, alcohol, or substance abuse will not be accepted as an excuse for such behaviour.

HUMAN RIGHTS

Brandon University is committed to providing a safe environment for all members of the University community. Residents are responsible for their own behaviour and the behaviour of their guests and as such, are required to work cooperatively with Residence staff to ensure that all individuals have equal access to a positive and supportive living environment in Residence regardless of race, religion, gender, disability, sexual orientation, political affiliation, or other grounds protected against discrimination under Manitoba's Human Rights Act.



Prohibited Behaviour

Any activity or behaviour - whether physical, verbal, written, or graphic - that is threatening, racist, sexist, homophobic, or conveys any form of discrimination, harassment, sexual harassment or unwanted sexual attention is prohibited. This can include, but is not limited to:

- Behaving in a manner that is offensive and may contribute to an intimidating, hostile or uncomfortable environment;
- Distributing offensive material or putting offensive posters/pictures in areas available to public view, including windows or common areas;
- Using e-mail, social media messaging, voice mail, or other mediums to convey nuisance, obscene, pornographic or otherwise offensive messages or materials.

Incidents of human rights infringement should be reported to the Residence Staff Team or referred to Brandon University's Diversity and Human Rights Advisor.

ILLEGAL SUBSTANCES

Brandon University does not tolerate any illegal drug-related activity. Possession, in or around residences, of any controlled drug(s) or substance(s) including

for the purpose of administering, delivering, giving, selling, or transporting the drug(s) or substance(s) to another person or persons, will not be tolerated on university property. This section also applies to misuse of prescription medication.

Reasonable belief of either use or possession of illegal drugs or any unsafe practice involving prescription medications/drugs in our residence community is considered a violation.



KEYS & BUILDING ACCESS

For the safety of all members our Residence Community, access to residence buildings is controlled. Each person authorized to be in residence, receives keys and/or access cards which provide access to the main entrance door, their individual room. These items remain the property of Brandon University; they cannot be duplicated, and must be returned upon request.

Residents are responsible for keeping keys, key cards and fobs safe and secure. Residents are encouraged to carry their keys with them at all times. Residents are not permitted to change the lock to their room or add locks, latches, or keyed devices that may prevent

access to the room.

Residents should report lost keys to the Residence Office immediately. A replacement set will be provided and the resident will be invoiced for replacement keys/cards.

Replacement Costs*

Residence Room Key - \$125.00

Residence Room Key Fob - \$27.75

Mail Key - \$25.00

Student ID Card – \$32.00

*subject to change

If residents find themselves locked out of the Residence, they can call the RA On-Duty Phone to gain access to their room.

Residence reserves the right to change any lock at any time; to initiate a fine for residents who lock themselves out of their room more than four times during an academic term.

Prohibited Behaviour

- Tampering in any way with, or disabling, locks (or other security devices including, but not necessarily limited to, card readers, hinges, magnetic locks, alarms, lights, or emergency pull stations)
- Lending of keys and/or access card
- Possession of unauthorized keys and/or access cards
- Propping of exterior/building access doors/fire doors
- Blocking of exits

For safety reasons, there are areas in residence buildings where individuals are not permitted access. These areas include rooftops; mechanical, electrical (this includes tampering with electrical panels), and maintenance rooms; offices and administrative spaces; some dining hall related spaces such as kitchens; or any other space determined by the University.

MISUSE OF FACILITIES

All facilities are to be used and maintained for the purpose for which they were designed.

Prohibited Behaviour

- Sports played inside the residences.
- Tampering with window screens, throwing or

dropping objects from, or climbing out windows.

- Removal / relocation of residence furniture from residence rooms and or common spaces*
- Alteration or construction of any part of a residence room.
- Use of nails, screws, or tacks.
- Removal/Vandalism of posters and signs

**Furniture not found in your room at the end of your contract will be considered missing and applicable replacement fees will be applied.*

NOISE AND QUIET HOURS

Excessive noise is an infringement of the rights of other residents. All residents are required to control their own noise level and the noise level of their guests. Stereos, radios, TVs, musical instruments, and conversations must at all times be kept at a level that will not disturb other residents.

Residents who are disturbed by noise are encouraged to exercise self-advocacy and discuss their concern with the other student. Residents are required to respond respectfully when asked to lower their noise level.



Quiet Hours:

11:00 pm to 9:00 am

Extended quiet hours will be enforced during exam periods.

During quiet hours all noise including, but not limited to, that of stereos, radios, TVs, musical instruments, and all conversations must not be audible beyond the student's rooms. Residents may be required to

store or remove speakers, equipment, etc. from their residence room.

Sub woofers or speakers where bass cannot be controlled or reduced, are not permitted in residence – both in individual rooms and common areas.

PETS

No pets are permitted in residence; except for non-dangerous fish (aquariums must be no larger than 88L capacity). Only service animals approved through the University *Service Animal Policy* and registered with Accessibility Services are allowed.

SCENT-FREE

Residence endorses a scent-free environment. Thus, members of the residence community as well as visitors are encouraged to avoid excessive use of scented personal care products.

SEXUALIZED VIOLENCE

Sexualized violence, including sexual harassment and sexual assault, undermines the full and free participation of all members of the community by negatively impacting individuals and/or creating intimidating, hostile, or unsafe living, learning and working environments.

The university has a standalone Brandon University Sexualized Violence Policy. Any resident who experiences sexualized violence may seek assistance and referral from Residence Staff, counselling support from Counselling Services, and/or advice on complaint and reporting options from the Sexual Violence and Education and Prevention Coordinator.

Sexual Violence Response Protocol:

If you wish to disclose experiencing sexualized violence, or if you require information about our approach to responding and supporting students who disclose experiencing sexualized violence, contact Calra Navid, the Sexual Violence Education and Prevention Coordinator at Brandon University:

Room 227 Health Studies Building
204-727-7498

navidc@brandonu.ca
Or SVEPC@brandonu.ca

SMOKE-FREE RESIDENCES

Our residences are strictly non-smoking, this includes the use of e-cigarettes and vaporizers. Smoking is only allowed in designated smoking areas outside the residence buildings. Residents are reminded to inform their guests of the smoking regulations. All smokers are asked to dispose of their cigarette butts in the appropriate disposal containers.

All students are encouraged to read the Brandon University Board of Governors Policy "Use or Consumption of Tobacco, Cannabis and E-Materials" for further information and clarification our smoking policy.



STUDENT STATUS

Residence housing is normally reserved for registered Full-time Students only. Residents are responsible for contacting the Residence Office if their student status changes.

Part-time students may be approved for residence at the discretion of the Residence Manager. During the summer months non-students may be approved for casual accommodations.

THEFT

Individuals are not permitted to take possession of, use/misuse, and/or be in possession of property that is not their own, without prior permission. Individuals are also not permitted to deface, destroy, and/or dispose of property that is not their own. This includes removal of utensils, dishes, glasses, food, etc. without permission, from Harvest Hall.

VIOLENCE

Violence, inciting violence, and/or physical aggres-

sion is not tolerated in residence.

Violence and physical aggression include any physically aggressive or violent behaviour, such as fighting, hitting, slapping, kicking, pushing, pulling, throwing objects at another, etc.

Ignorance, anger, alcohol, or substance use will not be accepted as an excuse for instances of violence. Any acts of violence and physical aggression as defined in this handbook are grounds for immediate Residence Probation and/or Eviction.

WEAPONS & EXPLOSIVES

Firearms or any other weapons are strictly prohibited. This includes items that are created or whose use could be intended to cause harm, be seen as intimidating, or be mistaken for a weapon. Examples include, but are not limited to, restricted weapons, fencing foils, ceremonial or decorative swords, air soft guns, paintball guns, axes, knives, and replicated / collectable weapons.





Safety and Emergency Procedures

Health and Safety:

In any population, physical, mental, and emotional health needs will vary from person to person. With this understanding, you are asked to respect the following guidelines:

- If you have a contagious condition that is spread through close living conditions you will be asked to see a physician and to follow all subsequent medical recommendations.
- If you are managing a mental health condition, you will be asked to take proactive steps to minimize any potential negative impact to the community. The Residence Staff can help facilitate this process by referrals to Counselling.
- Community living may not be appropriate for some students. Living in a community offers many benefits but also has the added stressor of living in close proximity with others. Should your actions or condition(s) negatively impact the community, Residence Staff will address the behaviour and work with you to provide support where possible.

Emergency Procedures:

Fire/Evacuation Information

Failure to leave the building during a fire alarm is a violation of your Residence Community Living Standards. Floor meetings and fire drills will be held in your residence to help you become familiar with your residence's evacuation procedures.

- Manually activate fire alarm system if you discover fire/smoke.
- Immediately exit the building, closing doors behind you if safe to do so and make your way to your muster area.
- DO NOT use elevators.
- DO NOT attempt to re-enter the building until instructed to do so by the Fire Department, Security, or Residence Staff.



Active Shooter/Dangerous Person

- If you learn of a dangerous person threatening the safety of individuals on campus, contact dial 911.
- Be prepared to provide a full description of the individual and their location.

- DO NOT approach the individual.
- Remove yourself from danger; if safe to do so, leave the area, if unable to leave, take shelter in-place.
- Individuals not immediately affected by the situation should Shelter-in-Place, staying away from windows and doors.

Medical Emergencies

- Contact the RA on duty.
- If condition is life threatening, call 911 and then notify Security so they can direct and assist emergency personnel.
- Be prepared to provide a full description of the nature of the condition.
- Provide first aid or medical assistance if trained and necessary;
- Remain with the person until emergency response personnel arrive.



Residence Safety Tips

Safety and security is everyone’s responsibility — for you and for your residence community.

Do:

- Keep your room locked at all times
- Use the SafeWalk program or walk with a friend at night and use well-travelled and well-lit sidewalks and roads
- Report all damaged locks, lights, smoke detectors, electrical outlets and other safety hazards immediately
- Report any suspicious activity or concerns to Security (204) 727-9700

Don't

- Don't lend keys to anyone. Don't leave them anywhere public, and report lost or stolen keys immediately
- Don't prop open any doors
- Don't open doors to or let people into the residence if you do not know them

Preventing Thefts

Thefts in residence can occur and you should take steps to protect your belongings. Keep your door locked when you are not in your room, retrieve your laundry promptly and do not give anyone your bank card or PIN. Keep valuables in a safe place and never lend your keys to anyone. Residents found to be engaged in unauthorized taking or appropriating of property from a roommate or from any member of the residence community is subject to incident outcomes. Please report any thefts to the Residence Office immediately. The University is not responsible for any lost or damaged goods, theft or otherwise, in residence. We strongly recommend you obtain insurance for your property. Ask your parents or guardian to contact their insurance company regarding coverage of your belongings.

Fraudulent Emails, Phone calls, Text Messages

Be aware of emails, phone calls, and/or text messages that ask for personal and financial information. Any reputable business will never ask you for any sensitive information in this manner. For more information, visit the BU Help Desk “IT Security” webpage <https://www.brandonu.ca/helpdesk/it-security/>



Residence Facilities

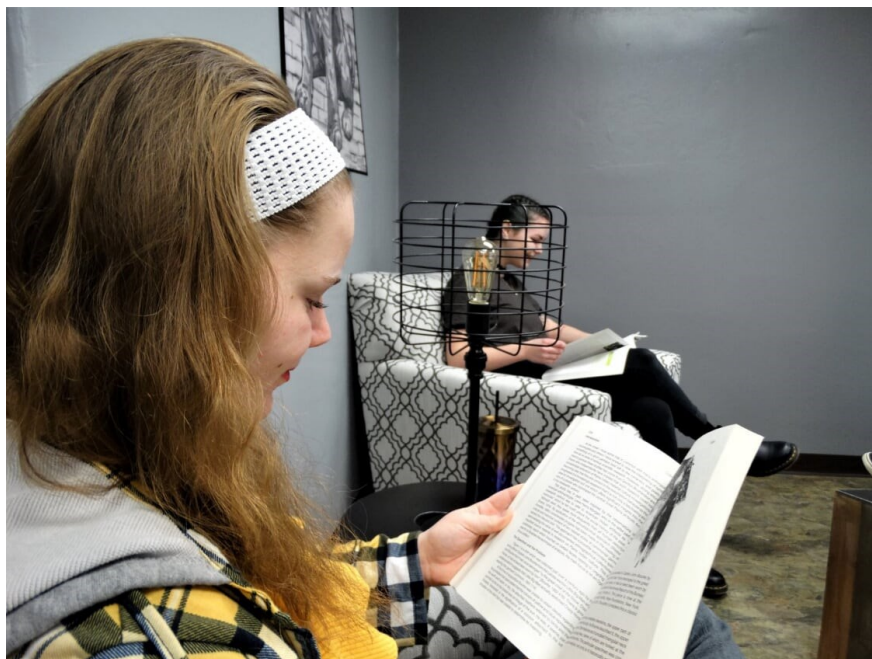
Reporting Repairs

Please report any damages, new or preexisting to the Residence Office who can assist you with a work request. Repairs are completed by Facilities staff, or through contractors hired by Brandon University. Facilities staff and/or contractors may need to access your room in order to complete the necessary repair. These repairs will be completed during the work day, 8:30am-4:00pm Monday-Friday whenever possible. Please do not make any repairs yourself.

Access to Rooms

In general, your room is considered personal, private space. This privacy will be respected provided that the rights of your fellow residents are not violated (and no illegal activity is committed or suspected); however, while there will be reasonable attempt to give at minimum 24 hours notice before entry of your room, this notice is not guaranteed.

Residence staff reserves the right to enter a student's room at any time. Some examples of when an RA may enter a student's room: a radio/television has been left on and can be heard from the hallway or adjacent rooms, a concern for a student's safety/wellbeing, etc. This right will be exercised with discretion and with all due regard to student's privacy. Whenever possible, a resident's room will not be entered without the student being present. Facilities staff may access the room to complete repairs and cleaning staff may access the room to complete scheduled cleaning.





Leaving Residence

Residence Contract Withdrawal

Various scenarios can prompt the withdrawal from your residence contract once you've moved into residence. Please read the following information carefully.

Change in Academic Status

If you have dropped your courses, you will need to provide a copy of your Tuition Statement to the Residence Office. Refunds and charges are based on a pro-rated formula for withdrawal dates prior to November 15th for the Fall Term and March 15th for the Winter Term. No refunds are guaranteed after these dates.

No Change in Academic Status

If you will still be a studying student, you will be charged until the end of the term, provided you give proper notification to our office before December 1. Students who fail to give proper notification before December 1, will be charged for the full academic year without further penalties.

All approved withdrawals are assessed a \$500.00 administrative fee.

All students must fill out a 'Notice of Withdrawal' form, found at the Ancillary Services Office. Improper notification regarding the cancellation of your Residence Contract will in most cases result in incurring further Residence charges and/or penalties.

Checking Out of Residence

End of Fall Term

We highly encourage all residents to vacate their rooms 24 hours after their final exam. Residents are permitted to leave their belongings in their room if they are continuing their studies into the Winter Term. If a resident wishes to check out of residence and not return for the following Winter Term, they must follow the check-out procedure (page 25).

Our Residence Assistants will contact all residents to inquire about their winter/holiday plans to ensure an efficient transition from the Fall Term to the Winter Term. If you require to stay in residence beyond 24 hours after your last exam or throughout the entire Winter Break, you must notify your Residence Assistant or the Residence Office well in advance.

Before you leave for Winter Break

- Make sure windows are closed and locked
- Disconnect everything (except fridges) that generates heat or is sensitive to power surge
- Remove any garbage and perishable food from your room
- Turn off lights and lock your door

If you had initially signed a residence contract for both Fall and Winter Terms and wish to withdraw from the Winter Term, you must notify the residence office before December 1, 2023; otherwise, you are responsible for the entire room and board fees for the Winter Term.

Check-Out Procedure

All residents must check out of residence no later than 24 hours after their final exam. It is essential that, during check-out period, maximum quiet must be maintained so that the sleep or study of any student is not interrupted.

Our Residence Assistants will contact all residents to inquire about their spring/summer plans to ensure an efficient check-out process. If you require to stay in residence beyond 24 hours after your last exam or need to extend your stay past the residence contract date, you must notify your Residence Assistant or the Residence Office well in advance.

If you vacate residence without following proper procedure and/or without giving proper notice, you shall be responsible for room and board charges up until the notice has been given and the proper check-out procedure has been followed.

On Check-Out Day

Before you check-out:

- Makes sure windows are closed and locked
- All your belongings are packed and out of the room
- Remove any garbage and perishable food from your room
- Ensure that your room is clean (floor vacuumed/swept, surfaces wiped, etc.)
- Turn off lights and lock your door

At the Residence Office:

- Fill out check-out form
- Return your Student ID Card, Room Key, and your Mailbox Key

If your room is deemed unsanitary or there is significant damage to the room at the time of check-out, you will be charged a minimum of a \$50.00 cleaning fee, plus the cost to replace or repair damage to room.

Extension of Stay

Contact the residence office if you are interested in extending your stay into the Spring and Summer months. In early April, the Residence Office will provide information on how to apply for a Spring/Summer stay in residence.

Required Documentation to Extend your Stay

In virtually all cases, some form of documentation is required by the Residence Office in order to grant an extension. Your documentation must be submitted at the time of extension application. Examples of appropriate and required documentation are as follows:

- Copy of plane ticket
- Copy of course outline for current year
- Proof of registration and enrollment for the following year
- Copy of your new lease with your name on it





Storage

A perk of returning to residence is that we provide Returning Residents free storage for the spring and summer; however, there is a limited window for when storage is available. Please note that:

- There is a **5** item limit for storage. Fridges and/or microwaves count as a storage item.
- We cannot store large furniture i.e. couches, mattresses, desks and T.V.'s.
- All items need to be clearly labelled with your name and contact information

Access to storage will be available during final exam period only during the allotted times posted and access will not be granted to those who request storage outside these hours. It is understood that storage in residence is a privilege and that residence has no obligation to give access to storage facilities outside the scheduled times posted.





Related Policies

We encourage all members of the Residence Community to become familiar with the Brandon University related policies outlined below. Please do not hesitate to reach out to a member of the Residence Staff Team who can assist in clarifying the relationship between these policies, the Residence Agreement, and Residence Handbook.

BU Residence Agreement

<https://www.brandonu.ca/residence/files/2022/05/Residence-Agreement-v.22.01.pdf>

BU Discrimination and Harassment Policy

<https://www.brandonu.ca/diversity/files/Combined-Discrimination-and-Harassment-Prevention-Policy-2019.pdf>

BU Sexualized Violence Policy

<https://www.brandonu.ca/sexualviolence/files/Sexualized-Violence-Policy-March-2017.pdf>

BU Service Animal Policy

<https://www.brandonu.ca/ama/files/Service-Animal-Policy-1.pdf>

BU Student Non-Academic Misconduct Policy

<https://www.brandonu.ca/governors/files/Student-Non-Academic-Misconduct-Policy-January-2019-FINAL-1.pdf>

BU Computer Acceptable Use Policy

<https://www.brandonu.ca/vp-finance/files/ComputerAcceptableUsePolicy.pdf>

BU Use or Consumption of Tobacco, Cannabis, or E-Materials Policy

<https://www.brandonu.ca/governors/files/Use-or-Consumption-of-Tobacco-Cannabis-or-E-Materials-FINAL-September-2018.pdf>

References

Information contained within this document has been cross referenced from the following sources:

- Dalhousie University. Residence Code of Conduct. Retrieved July 24, 2018, from https://www.dal.ca/campus_life/residence_housing/residence/halifax-campus/living-in-residence/rules-and-responsibilities/code-of-conduct.html
- Legislative Assembly of Manitoba. (n.d.). The Safe and Responsible Retailing of Cannabis Act (Liquor and Gaming Control Act and Manitoba Liquor and Lotteries Corporation Act Amended). Retrieved July 24, 2018, from <https://web2.gov.mb.ca/bills/41-3/b011e.php>
- Nipissing University. Residence Philosophy. Retrieved July 24, 2018, from <https://www.nipissingu.ca/departments/residences/life/Pages/Residence-Philosophy.aspx>
- Simon Fraser University Residence Handbook 2017-2018. (n.d.). Retrieved July 24, 2018, from <https://www.sfu.ca/students/residences/contract-handbook.html>
- St. Thomas University. Residence Life Handbook. Retrieved July 24, 2018, from <http://w3.stu.ca/stu/currentstudents/residence/residencelife>
- Yukon College. Campus Housing Handbook. Retrieved July 24, 2018, from <https://www.yukoncollege.yk.ca/student-life/campus-housing>

