

 BRANDON UNIVERSITY	Canvassing and Soliciting	Approved by: President's Administrative Council Administered by: Vice-President (Administration & Finance)
Administrative Policy	First Approved: September 12, 2018	Updated:

Brandon University (“the University”) is committed to providing a safe, healthy and productive campus environment for students, staff, faculty and visitors. The University welcomes and encourages the community to engage with Brandon University through the use of on-campus space for authorized activities.

1.0 Scope

This policy applies to the following.

- 1.1 All external groups to the University;
- 1.2 All University property with the exception of the Knowles Douglas Centre.

2.0 Policy

Brandon University does not allow canvassing or soliciting on University property by groups external to the University unless authorized in writing by the Office of the Vice-President (Administration & Finance). Activities in the Knowles Douglas Centre (“the KDC”) are subject to the approval of the Brandon University Students’ Union (“BUSU”).

The intent of this policy is to ensure that all groups external to the University have authorization to be on campus and that activities for these organizations are lawful, comply with University policies and procedures and do not interfere or disrupt the normal pursuits of the University, or its staff and students.

Authorization may be withdrawn immediately, without written notice, at the discretion of the Office of the Vice-President, Administration & Finance. Reasons for withdrawal of authorization may include non-compliance with terms and conditions of authorization, or unanticipated disruption or interference with the normal pursuits of the University, its staff and students, or for actual or perceived inappropriate behaviours or conduct.

3.0 Definitions

Not applicable

4.0 Accountability

The Vice-President (Administration & Finance) is responsible for the communication, administration and interpretation of this policy.

5.0 Review

Formal review of this policy will be conducted every three (3) years with the next scheduled review date September 2021. In the interim, this policy may be revised or rescinded if the President deems necessary or if there are changes within legislation which require such.

6.0 Previous Policies

This is a new policy that formalizes previous informal practice.

7.0 References

7.1 Related documents

Board of Governors, Poster Policy (2013)

<https://www.brandonu.ca/governors/board-policies/>

Administrative Policy, Space Allocation on Campus for Non-University Groups

(2018) <https://www.brandonu.ca/vp-finance/policies/>

7.2 Sources

University of Alberta. Canvassing and Solicitation Policy. (2013)

<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Canvassing-and-Solicitation-Policy.pdf>

Procedures

Written requests must indicate the purpose for which permission is sought, where and when the activity would take place, the number of people to be involved in the activity, and full details on equipment, displays and literature to be used in the activity.

Authorization will be provided in a letter or email from the Office of the Vice-President, Administration & Finance, including any terms and conditions of that authorization. Groups must be able to produce the written authorization on request.

Failure to produce the written authorization on request, or the withdrawal of authorization, may result in the immediate ending of the activity, and if deemed necessary, the requirement to leave University property.

Inquiries may be directed to the Office of the Vice-President (Administration & Finance) at admin.finance@brandonu.ca or (204) 727-9723.

Inquiries on the KDC may be directed to BUSU at officeassistant@busu.ca or (204) 727-9660.

All Administrative Policies and Procedures are available in PDF format at

<https://www.brandonu.ca/vp-finance/policies/>

Alternate formats are available upon request by contacting the Office of the Vice-President (Administration & Finance) at admin.finance@brandonu.ca or (204) 571-7850.