



RESIDENCE BIG 10

1. QUIET HOURS

Residents have the right to sleep and study in the residence, and to that end the residence community has set QUIET HOURS as follows:

- SUNDAY – THURSDAY: 10:00 p.m. – 8:00 a.m.
- FRIDAY – SATURDAY : 2:00 a.m. – 8:00 a.m.

2. SMOKING AND FIRE SAFETY

Smoking is strictly prohibited in the residence AND within 8 metres (25 feet) of any campus building entrance or exit. Use of candles or incense in the residence is not permitted either in common spaces nor private rooms. All occupants of the residence must evacuate when a fire alarm sounds and cannot return until the alarm is off. The designated gathering point is the Cloister (the lobby area outside the College chapel).

3. HOT PLATES

Hot plates, including induction hot plates, are not permitted anywhere in the residence. The only exception to this rule is the College-provided induction hot plate in the Buttery. Hot plates found in use or possession will be confiscated and returned to the user upon move-out.

4. KEYS AND ACCESS CARDS

Residents are not permitted to lend their residence access card or room key to anyone else.

5. DRINKING GAMES ARE PROHIBITED

Participating in “drinking games,” any activity involving skills, chance, or endurance on the part of one or more persons who play according to a set of rules that consist solely or partially on the consumption of alcohol is not permitted.

6. BULLYING AND HARASSMENT

Harassment and bullying are not permitted anywhere on the University of Manitoba campus. Harassment is defined as inappropriate comments or conduct in relation to a person or group of persons that has the effect or purpose of creating a hostile or intimidating living or working environment.

7. GUESTS

Residents are expected to assume responsibility for the actions of their guests and will be held accountable for guests' violation of Community Standards. Any resident who facilitates access (opening a locked door or allowing “tailgating” through a locked door) to a stranger or otherwise “un-hosted” person to the residence will be designated the host of that person and will be held accountable for that person's behaviour as if that person were their invited guest.

8. GATHERINGS

Must be booked with the Dean of Residence. Bookings must be completed at least 24 hours before any gathering, party, or social event of 15 or more people.

9. ILLEGAL DRUGS ARE PROHIBITED

Use or possession of illegal, prescription, and/or non-prescription drugs for recreational purposes is prohibited on College and University property and is a violation of the Residence Contract. Evidence of drug traces or drug paraphernalia will be assumed to be conclusive of use or possession.

Smoking, growing, or preparing/cooking cannabis is not permitted inside of the residence building or rooms.

10. VANDALISM AND DAMAGE

Residents will be expected to assume all, or a portion of the cost of damages caused by themselves or their guests.

The Administration and Contract Terms (Section 1) of the *Residence Contract* outlines all of the administrative requirements, fee payments, important deadlines, and policies that students must understand and accept in order to live in residence. It is our responsibility to deliver quality on-campus accommodations, amenities, and services to all residents, while each resident, in turn, must adhere to the administrative policies and deadline dates which govern their stay in residence. It is important to understand that there can be serious financial implications for breaching the terms of this contract, before, during, and after one's stay in residence. Therefore, we expect that each resident takes the time to read the terms listed very carefully.

The Residence Community Standards Guidelines (Section 2) and the Enforcement and Discipline Process (Section 3) of the *Residence Contract* define standards of behaviour required of all residents and their visitors while present on residence property. The well-being of the residence community rests on the balance of the community's ability to meet the needs of the individual and vice versa. St John's College is committed to ensuring that all members of the residence community are able to study and work in an environment of tolerance and mutual respect. The Residence Community Standards are in place to protect the well-being and safety of all residents.

RESIDENCE CONTRACT

IMPORTANT: Please Read

While the *Residence Contract* serves to identify the respective obligations and responsibilities of the student and the College, its greater purpose is to ensure an acceptable living environment for all residents. The following sections describe the terms and conditions of this legally binding contract between you and St John's College. Please read the *Residence Contract* and carefully consider its conditions. By signing this contract, you have confirmed that you agree to comply with the Terms and Conditions in this Residence Contract.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

Residence students are expected to conduct themselves in accordance with the Statement of Student Rights and Responsibilities. Membership in the St John's community obligates each student:

- to practice personal and academic integrity;
- to respect the dignity and individuality of all persons, including themselves;
- to respect the rights and property of others;
- to take responsibility for one's own personal and academic commitments;
- to contribute to our community for fair, cooperative, and honest inquiry and learning;
- to respect and strive to learn from differences in people, ideas, and opinions; and
- to refrain from, and discourage, behaviors that threaten the freedom and respect that others deserve.

As an academic community, St John's College serves the educational purpose of the University by providing an environment that is conducive to study and achievement. Beyond that function, however, St John's College also encourages the development of a vital learning partnership between a resident and their neighbour, and between the residents and the University. All residents are expected to demonstrate an active commitment to the dynamics that sustain a healthy and vibrant intellectual community.

- Every student has a right to be protected from actions that would infringe upon his or her intellectual growth, personal development, or individual liberty.
- Every student has a responsibility to protect fellow residents and the residence community from the harmful effects of his or her actions.
- Violent, threatening, or disruptive behaviour will not be tolerated.
- A copy of the Disciplinary and Appeal Process in Residence is available to all residents at the St John's General Office.

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SECTION 1:ADMINISTRATION AND CONTRACT TERMS

1.0 CONTRACTUAL OBLIGATION

When you have signed this contract, it is binding if the College has accommodations available. By signing this contract, you have confirmed that you agree to comply with the terms and conditions in this Residence Contract. Neither this contract, keys, nor your Residence Meal Plan may be transferred or assigned to another person.

1.1 ELIGIBILITY

In order to be eligible for residence, you must be a registered member of St John's College and a registered student of the University of Manitoba or International College of Manitoba (ICM) enrolled in at least nine (9) credit hours per term (unless special permission has been granted by the Dean of Residence). Graduate students can contact the Faculty of Graduate Studies for confirmation of full-time status. The Registrar of St John's College will review your academic status and will inform the Dean of Residence if you do not meet the minimum standard of eligibility for residence.

If your status changes due to withdrawal, cancellation, or being deemed ineligible to proceed by the University, you must secure the permission of the Dean of Residence to remain in residence or vacate within three days of your change in status. Students must sign a new Residence Contract each year.

NOTE: St John's Residence reserves the right to deny residency to any student who has previously been placed on Residence Probation and or is known to Campus and or Residence Security for infractions against campus and/or residence regulations. These situations will be reviewed on a case by case basis – however students who have previously been banned from any campus residence will be deemed ineligible to live in St John's College Residence.

In Manitoba, the age of majority is 18 years of age, therefore students planning to live in Residence at St John's College who are under the age of 18 require the signature of a parent or legal guardian on application and contractual documents. Underage students and their parent/guardian are required to fill in a **Residence Authorization for Minors** form prior to move in, which states that both the student and the parent/guardian are aware of, and understand, the residence policies outlined in the Residence Contract including the discipline procedures as they relate to underage students (Section 5 – Appendix 4:

Minors in Residence). This form becomes obsolete upon the student's 18th birthday. If a minor student is with a conference group, the minor authorization form is to be filled by the responsible organization.

1.2 ST JOHN'S COLLEGE MEMBERSHIP

Students living in St John's College Residence are required to register as a member of St John's College using the University of Manitoba registration system (Aurora Student). To access Aurora Student, visit the University home page at www.umanitoba.ca. Click on "Aurora Student" then "Enrolment & Academic Records," then "Declarations." Select "Declare College Membership," verify current information and select "Add." The membership fee of approximately \$15 per academic term will be added to your U of M tuition fees. If you have not yet registered as a College member within two weeks after your move in date, the College has the right to add the SJC membership to your U of M registration and assess the associated membership fees. ICM students will be assessed a \$30 membership fee along with residence fees.

1.3 OCCUPANCY TERM DATES

Occupancy dates for the 2023-2024 academic year are as follows:

Term	Start Date	End Date
Fall and Winter	September 2, 2023	April 27, 2024
Fall	September 2, 2023	December 22, 2023
Winter	January 4, 2024	April 27, 2024

Note: Early move ins or late move outs may be granted by the Dean of Residence. If so, additional charges will apply.

Students wishing to remain in residence during the winter holiday period must inform the Dean of Residence. Students staying for only Fall or Winter terms will be assessed a daily fee for this period. Students wishing to stay in residence beyond April 27, 2024 must have approval from the Dean of Residence and pay for the extended stay by Thursday, April 18, 2024.

1.4 RESIDENT SERVICE INTERRUPTIONS

The University of Manitoba campus closes annually for around 12 days during the winter holiday period. Students who wish to remain in residence over the break may do so, however they must inform the Dean of Residence in writing. Instructions will be provided to residents in early December. Food Services will be closed during this time.

Residence will remain open during fall and spring breaks, and the meal plan will remain in effect. Notification that you are remaining in residence during fall and spring breaks is not required.

Service Interruptions for the 2023-2024 academic year are as follows:

- December 22, 2023 – January 3, 2024 (meals resume on January 4, 2024)

1.5 RESIDENCE FEES

The residence rates are established by St John's College Assembly. By entering this contract, you hereby agree to pay the residence fees on or before the dates specified in Appendix 1 - Residence Rates. The fees include room accommodation, meal plan, as well as internet fees.

In order to meet payment deadlines, residence fee payments (room and meal plans) should be paid directly to St John's College.

All fees must be paid in Canadian funds and all cheques are to be made payable to St John's College and drawn on a Canadian institution. Post-dated cheques are not accepted. All fees must be paid at the St John's General Office by debit, credit, cheque, wire transfer, e-transfer or cash.

Students who have secured financial assistance in the form of a government student loan, award or scholarship, or third-party sponsorship may be eligible for a deferral of their residence fees and may receive extended payment deadlines.

Documentation of financial aid and approval of the deferral from the Assistant Bursar is required.

Failure to pay your residence fees in full on or before the payment due dates will result in the following actions:

- Residents with an outstanding balance will be assessed a \$50 late fee charge and their Aurora Student account will be put on "Hold." Delinquent ICM accounts will be forwarded to the ICM College Director in addition to being placed on Hold.

- Once an account is put on hold, residents who still have an outstanding balance 7 days from the due date will be assessed a second \$50 late fee and issued a warning letter of an impending lock change. This letter will state that either: a) full payment is required or b) a reasonable fee deferral agreement must be arranged with our office. If neither of these conditions is met, a lock change will occur (at the student's expense) exactly one week after the letter is issued and will lead to a forfeiture of your residence accommodation.

1.6 CANCELLATION OF RESIDENCE CONTRACT (PRIOR TO MOVING IN)

Students who have paid the \$1,000 deposit (see Section 1.9 – Reservations and Deposit) and wish to cancel their reservation and Contract may do so prior to moving in, provided we receive written notice to stjohnsresidence@umanitoba.ca –

- On or before Tuesday, July 11, 2023 – you will be eligible to receive a \$950 refund.
- Between Wednesday, July 12, 2023 and Tuesday, August 22, 2023 – you will not receive any refund.
- After Tuesday, August 22, 2023 – you will be responsible for the full first term residence and meal plan fees.

1.7 WITHDRAWAL FROM RESIDENCE (AFTER MOVING IN)

- **If withdrawing from residence, but remaining enrolled in University –**
 - Students who provide a withdrawal notice on or before November 30, 2023 will be charged for room and meal fees for the Fall term only. The deposit remains non-refundable.
 - Students who provide a withdrawal notice after November 30, 2023 will be responsible for room and meal fees for both first and second term.
- **If withdrawing from both residence and University –**
 - Students withdrawing from University during the first term must provide a withdrawal notice and proof of withdrawal from classes. Once confirmed, the student will receive a refund.
 - Students withdrawing from University for second term will be exempt from payment for second term room and meal fees if the Withdrawal Form is received before December 8, 2023.
 - Students who withdraw from university and hand in a form after December 8, 2023, will not be responsible for their second term room and meal fees but will forfeit their \$1,000 deposit for second term.

The withdrawal form must be completed to process your withdrawal request and the form can be picked up from the Dean of Residence. Any exception to this policy may be considered (at the discretion of St John's College administration) depending on the circumstances of your withdrawal.

1.8 ROOM SELECTION AND RE-ASSIGNMENT

St John's will not restrict a student's room selection on the basis of race, colour, national origin, ancestry, sexual orientation, or gender identity. Room preferences will be taken into account where possible, but we cannot guarantee that all students will be assigned to a room meeting the preferences indicated on their application.

The Dean of Residence reserves the right to change any or all room selections at their discretion before and after moving in or to terminate this *Residence Contract* if such re-assignment or termination is advisable in the interests of health, safety, well-being of occupants and/or the residence community, discipline, maximization of resources or the administration of the residence program.

1.9 RESERVATIONS AND DEPOSIT

Upon receiving official correspondence from the St John's College indicating a residence space has been reserved for you, you are required to remit a **non-refundable** \$1000 deposit according to the timelines indicated in the correspondence. Please note that if St John's College fails to receive the deposit by the due date indicated in the correspondence, you will risk losing your place in residence. The deposit is applied to fees for the winter term of the academic year.

IMPORTANT NOTE: Applicants who are admitted later in the admission process (i.e., on the waiting list initially) are required to submit the deposit by the deadline indicated in their official correspondence e-mail from the Dean of Residence. Failure to receive the deposit on or before the date indicated will result in a cancelled application.

1.10 STORAGE

Residence students may store up to four (4) items of reasonable size (up to 5 cubic feet per item) during the regular session at no charge. Space is limited and will be given on a first come-first serve basis. Summer storage is only available to students who are returning in the fall, or who are currently staying for the summer. Items must be removed upon checkout.

Unclaimed storage will be considered abandoned 30 days after check-out. After 30 days, the office will dispose of or donate all unclaimed stored belongings. St John's College is not responsible for any property accepted into storage. (see Section 1.19 – Insurance).

1.11 VACATING AND ABANDONED PROPERTY

Vacating your residence accommodation means removing all persons and personal possessions (including debris) from the room and leaving the room in the same (or better) condition in which it was provided to you. If you fail to provide a vacant room as required, you will be responsible for all associated costs incurred to clean the room and collect/store personal items left behind. All items left behind will be stored for 30 days after the room was vacated, and after the 30 days, the items will be forfeited and donated to charity. If you return to collect the items before the 30 days expire, you will be required to pay all costs for the improperly vacated room, which will include a minimum \$50 storage fee, in order to receive any or all of the personal items back.

1.12 UNAUTHORIZED OCCUPANCY

This *Residence Contract* and your accommodation cannot, under any circumstances, be assigned, "sublet," lent out, or otherwise to any person other than to you. No one, other than a resident assigned to the room, may live in the room at any time. Unauthorized assignments will be considered a breach of the *Contract* and will result in the eviction of you and the other person(s) occupying the room. If you wish to withdraw from residence, you must consult with the Dean of Residence first.

1.13 ROOM CHANGES

Residents are not permitted to change rooms without approval from the Dean of Residence. Room reallocation may be considered if:

- Vacant rooms are available.
- Current living arrangements do not meet the safety and health needs of the resident.
- Removing a resident from the current location in the residence will resolve a major issue.

Those meeting the above scenarios must meet with the Dean of Residence to discuss available options. Please note that student-initiated room changes are generally not permitted before October 1st, and are subject to a \$50 administration and room cleaning charge.

1.14 CLEANING AND MAINTENANCE

Residents are responsible for ensuring that their rooms and furniture are kept in good repair. This includes keeping rooms in a neat and sanitary condition. Cleaning supplies can be requested from Housekeeping Staff or Residence Dons. The shared areas of residence (hallways, lounges, and public areas) are considered to be the joint responsibility of all residents. Each student is expected to do his or her share to keep these areas neat and tidy for residents and their visitors.

Housekeeping Staff will enter each room on a weekly basis to provide light cleaning and garbage removal, and to ensure the room is being kept in a sanitary state. Residents must permit Housekeeping Staff full access to the room. Opening the door a crack and handing out a bag of garbage is not in keeping with this requirement and will result in a \$50 fine. Cleaning schedules can be found posted in the hallways and are available on request at the General Office.

1.15 DAMAGES AND CLEANING COSTS

Students will be expected to assume all or a portion of the cost of damages caused accidentally by themselves or their guests.

- Individual residents will be expected to make restitution where they (or their guest(s)) are found responsible for either a) any damage or loss of property to the residence; or b) any unnecessary service costs in the operation of the residence.
- Where damage has been caused to areas of the residence used in common by the residents, all residents shall assume collective responsibility for the damage, unless individual responsibility can be established.
- Residents will be assessed the cost of any damages caused during their period of occupancy. Therefore, it is imperative that all students carefully complete their room inspection upon check-in.
- Residents leaving their room in a condition other than that in which it was found will be assessed a minimum \$50 cleaning fee and may result in ineligibility to return to residence in future terms.
- Damage and excessive cleaning costs will be added to your account immediately after the move-out room inspection. Student accounts will immediately be placed on hold until these costs are paid in full.

1.16 ROOM CONDITION AND SAFETY INSPECTIONS

Room condition and safety inspections of residence rooms may take place once each term with notice of inspection given seven (7) days prior via e-mail and/or in a letter placed under each resident's door. Inspections can occur with or without the resident in the room. If an inspection occurs without the student's presence, a note will be left explaining the purpose of entry, along with the date and time of entry and any noteworthy outcomes of the inspection. The purpose of these inspections is to:

- Confirm that the room is being kept in a sanitary condition.
- Check safety precautions, e.g., unauthorized appliances, candles, obstructed sprinkler heads, smoke detectors extension cord usage, etc.
- Ensure that students are following Residence regulations regarding occupancy, i.e., no unauthorized guests living in the room.
- Confirm room inventory (including unauthorized common area furniture moved into rooms).
- Report any damage or change in the condition of the room.

At the time of inspection, St John's College also has the right to confiscate, in accordance with this *Residence Contract*, any prohibited items located within the residence and will report these and other discovered violations to the Dean of Residence.

1.17 PROTECTION OF PRIVACY

Personal information collected and possessed by St John's College will not be released to persons outside the College or University administration, including parents, without written consent from the resident or resident applicant. However, by entering this *Contract*, St John's College reserves the right to contact your parent(s) and/or guardian(s) in the event of an emergency situation or student misconduct as determined by the discretion of the Dean of Residence or other members of St John's College. See Section 5 – Appendix 4 re: Discipline Procedure for Minors.

1.18 MAIL

Students are responsible for forwarding their mail with Canada Post upon move out. Any mail that comes after the move out date will be returned to sender.

1.19 INSURANCE

While St John's College makes every effort to ensure the safety and security of all residents and their belongings, it cannot be responsible for personal effects. Residents are advised to carry All-Perils Insurance Coverage for their belongings.

Check with your (or your parents') homeowners' policy to see if it extends to cover absences while at school.

1.20 LIABILITY

St John's College is not responsible for property belonging to residents or their guests which is lost, stolen, or damaged in any way, regardless of cause, whether or not this occurs on the residence property, including storage facilities and your accommodation. St John's College is not responsible for any injury, death, damage, or loss whatsoever caused to you or your guest while in or around the residence property or the University campus or while engaged in activities organized or sponsored by St John's College. St John's College shall not be responsible for injury, damage, or loss to residents due to:

- the use of residence facilities and equipment, including but not limited to the cooking facilities in the Buttery, games equipment, etc.;
- taking part in socials, dances, plays, or other organized or sponsored activities; and
- taking part in organized or sponsored off-campus activities including ski trips and tours.

1.21 UNFORESEEN CIRCUMSTANCES

St John's College, in so much as it is within its control, will provide accommodation pursuant to the terms and conditions of this Residence Contract. However, there may be events beyond the control of the College that affect the College's ability to provide services and accommodation, notwithstanding our commitments under the Residence Contract. These events would include devastation to all or parts of the premises, like fire or flooding, unforeseen delays in construction or renovations, or could include a flu epidemic. In these typically rare situations, the College will reassign the resident to another room. If no other room or residence is available, the College will provide a pro-rated refund of residence fees for the unexpired term. Except as specifically provided herein, the College will not be liable for damages or losses or for its inability to provide the contracted services and accommodation.

The Dean of Residence may in the Dean’s sole discretion release you from your contractual obligations with specific regard to the Period of Occupancy and/or refund the deposit in whole or in part, upon receiving a written request for a refund outlining extenuating circumstances in support of such a request. Specifically, extenuating circumstances include sickness or leaving the Residence due to withdrawal from the University or termination at the University. Please refer to Section 5 - Appendix 3 for details.

1.22 FOOD SERVICES

Upon check-in, residents will be added to the Residence Meal Plan.

The College will provide food service in the Residence Dining Room as follows:

	Meals Begin With Breakfast On	Meals End With Supper On
Fall Term	September 2, 2023	December 22, 2023
Winter Term	January 4, 2024	April 26, 2024

Both room and board must be purchased to live in Residence. Special diets for reasons such as health or religion will be reasonably accommodated but cannot be guaranteed.

Meals Offered

The St John’s College meal plan consists of three meals per day excepting Saturday, Sunday, and statutory holidays, on which brunch and supper are served.

Meal Plan Sign-In Policies and Procedures

Residents are required to comply with Meal Plan sign-in policies and procedures prior to taking food from the kitchen. This may include (but is not limited to) checking off their name on a meal sign-in sheet or showing their student card or Residence Meal Plan card to a member of the Food Services staff.

Meal Plan sign-in procedures exist to facilitate St John’s College Administration and Food Services in improving our services to our patrons and residents, and may be amended, added to, or removed as necessary to best serve this goal. Meal Plan sign-in procedures presently in force will be outlined in the Residence Handbook and discussed at Residence Orientation. Changes to policies and procedures will be communicated via e-mail and posted in the dining room. Failure to comply with Meal Plan sign-in procedures is a violation of Community Standards. Repeated failure to comply will result in a minimum \$25 fine.

Non-Transferability of Meal Plan

Meal plans are not transferable. The Residence Meal Plan is designed for students who live here only. Meal tickets for guests can be purchased from the General Office or the don on duty. If a guest is found to be consuming meals (including drinks) without paying for them, the resident who is responsible for them will be charged for that meal along with a minimum \$20 fine.

Proper Attire

Residents must wear proper attire, including appropriate footwear, in the Dining Room and food services area.

Entry to Food Service and Housekeeping spaces

Residents may not enter the kitchen, Food Service Manager’s office or Housekeeping office except as authorized.

Removal of Food and Dishes from the Dining Room

Residents ~~will not~~ are not permitted to remove food and beverages, dishes, glasses, cups, cutlery, serving trays, or any other such item from the Dining Room or food services area. Residents who violate these standards will be charged a minimum of \$25 for each infraction.

1.23 CONTRACT CHANGES

Changes may not be made to the terms of this Contract without the written permission of the Dean of Residence acting on the authority of the Warden of St John’s College. During the term of the Contract, the St John’s College may unilaterally change or delete any provision of this Contract or add provisions to this Contract by sending you an email notification to the email address you have provided on your application for residence and/or by providing a written notice under your door. If this occurs, St John’s College agrees to post a notice at each entrance of the residence advising that changes have been made to the contract. Changes will be effective and binding upon you on the date set out in the notification. If no date is set out in the

notification, the Contract changes will be effective one week from the date the notification was sent. Please note that changes may be implemented immediately when, in the opinion of the Dean of Residence, in consultation with the Warden and/or Bursar of St John's College, or their designate, the health or safety of any person may be adversely affected by a delay.

SECTION 2: Residence Community Standards Guidelines

St John's Residence is a diverse community of distinct individuals from many different backgrounds. In order to maintain a comfortable living environment and to protect individual rights within the residence, we have developed a set of guidelines outlining the types of behaviour that are acceptable and the types of behaviour that are unacceptable. Residents are expected to use reasonable foresight in ensuring their actions do not place the safety or well-being of themselves or others at risk.

Unacceptable behaviour is any behaviour that contravenes these guidelines. These behaviours can be identified and addressed by anyone in the residence community. Unacceptable behaviour may come to the College's attention in a variety of ways, including observation by Residence Staff, College Administrative Staff, Security Services, Facilities Management staff, Food Services staff, or other students, or through photo, Internet, social media, mobile device, or video evidence. Anything posted online that comes to our attention (e.g., Facebook, YouTube, and Twitter) will be used as evidence in an investigation. Unacceptable behaviour within residence can be documented by: Residence Staff, College Administrative Staff, Facilities Management or any other University staff including contractors who work in the residences, Security Services, and the Winnipeg Police Department.

In an instance where an individual is deemed a threat or danger to the Residence community, the Dean of Residence, acting with the authority of the Warden of the College, may remove the individual from Residence at any time during the Period of Occupancy, notwithstanding an appeal.

These regulations are an important part of this *Contract* and are meant to ensure that Community Standards are met. Violation of Residence Community Standards, or actions that contribute to or facilitate the violation of any of the following regulations, are a breach of this *Contract* and may result in disciplinary action. St John's College will not accept ignorance, anger, alcohol or substance use as an excuse, reason, or rationale for violating Residence Community Standards.

The regulations fall into two classes:

- a. policies that govern the way we treat each other; and
- b. policies that govern the way we treat property.

Basically, our Community Standards operate on the following principle:

Each resident has a responsibility to respect the rights of themselves, others, and the community.

RULES PROTECTING PEOPLE

- If an individual's actions benefit one person, but hurt everyone else or infringe upon the rights of others, disciplinary action will result.
- Similarly, if a group—even a majority of residents—behaves in a way that threatens, harms, or diminishes an individual (including harassment or hazing), disciplinary action will result.
- We expect each student to demonstrate tolerance, consideration, and concern for his or her fellow residents. If somebody is likely to suffer physical, emotional, or material harm as a result of something you plan to do or say, it is not appropriate.

RULES PROTECTING PROPERTY

- Like most communities, St John's College recognizes that we need rules to protect both common property and private property.
- The cost of willful or negligent damage will be assigned to those who are responsible.
- Theft, vandalism, littering, and misuse or misappropriation of St John's property threaten the general well-being of the community and may constitute grounds for expulsion.

COMPLIANCE WITH LAWS, etc.

St John's College and all residents must abide by all applicable federal, provincial, and local government laws, regulations,

and bylaws, as well as rules, regulations, policies and procedures, including, but not limited to, those issued by the University.

COMPLIANCE PUBLIC HEALTH ORDERS

All residents must comply with public health orders issued by the Manitoba Provincial Government, the Government of Canada and/or any other University of Manitoba or St John's College health and safety protocols/requirements that may be distinct or above and beyond any current public health orders or recommendations. This may include, but is not limited to: proof of vaccination, masking, and self-isolation protocols. Repeated failure to comply with public health orders and safety practices will result in disciplinary action conducted in a manner consistent with the procedures set out by the Student Discipline Bylaw of St John's College. This may include residence probation and/or eviction.

In the event of a Public Health Order, the Dean of Residence will provide written information, instructions, and guidelines for residents, but it is expected that all residents educate themselves regarding all public health orders affecting the province.

2.0 ADVERTISING

- Door-to-door selling or soliciting is prohibited in the residence.
- All posters must be approved and stamped. Posters are approved and reviewed by the Dean of Residence. Any poster or advertisement that has not been approved will be taken down.
- Posters must be put on a bulletin board, unless given permission to do otherwise.
- Under NO circumstances are posters or flyers to be distributed to students under their doors without permission from the Dean of Residence.
- Advertising will NOT be accepted for liquor functions held off campus.
- Advertising for a non-university, community-oriented event off campus may be accepted if there is no liquor advertised and no admission is charged.
- Poster content and images CANNOT be offensive in nature; this includes any image visible from the resident room window or doorway. While this is at the discretion of the Dean of Residence, examples would include content or images that are considered lewd, sexist, racist, sexually provocative, etc.
- Advertising that contravenes the University of Manitoba *Commercial Advertising Policy* will NOT be accepted.

Note: In the case of a provincial or federal election *The Canada Elections Act* requires St John's College to provide political candidates and enumerators with access to the residence.

2.1 ALCOHOL

St John's College works diligently to uphold and enforce federal, provincial, and municipal laws. This includes, but is not limited to: Residence Alcohol Community Standards, the University of Manitoba Campus Alcohol Policy (see Section 5 – Appendix 5), and the Manitoba Liquor Control regulations. Residents will receive a minimum \$50 fine for a first-time offence, in accordance with Section 3.11 – Alcohol-Related Sanctions.

Residents who choose to consume alcohol are expected to do so in a responsible manner and in accordance with the following regulations:

- **Prohibited Areas for Alcohol Consumption:** Alcohol may not be consumed in public spaces including, but not limited to, hallways/corridors, stairwells, games room, study room, and/or laundry rooms.
- **Brewing & Distilling:** The brewing and/or distilling of alcohol in residence is strictly prohibited. Home brewing or wine-making equipment is prohibited on College property.
- **Consumption of Alcohol:** Drinking and/or carrying open liquor is permitted only within the resident's room and TV lounge room, unless otherwise directed by the Dean of Residence.
- **Transport of Alcohol:** Alcohol may only be transported in a closed container. Alcohol being carried in a glass container must be placed in a bag (e.g., a grocery bag). Alcohol that is defined as closed should be able to be tipped upside-down (the blizzard rule).
- **Over-consumption of alcohol prohibited:** Consuming alcohol to the point of extreme intoxication, to the point where a student becomes a burden on staff or friends, or is a danger to him or herself and/or community, is prohibited.
- **"Common source" alcohol prohibited:** Possession and/or consumption of "common source" alcohol is prohibited: e.g., kegs, "bubbas," Jell-O shooters, Texas mickeys, or other large containers of alcohol (defined as 14oz of beer/60oz hard liquor/1.5L of wine) including home brewing or beer/wine making equipment.
- **"Drinking games" prohibited:** Participating in "drinking games" i.e., any activity involving skill, chance, or endurance on the part of one or more persons who play according to a set of rules which consist solely or partially on the

consumption of alcohol usually as a penalty for making mistakes, which includes, but is not limited to: cards, flip cup, beer pong, century club, and funneling is not permitted. St John's College reserves the right to confiscate alcohol-related paraphernalia (e.g., funnels) deemed to be associated with mass consumption of alcohol or its promotion in residence.

2.2 ALCOHOL IN TV LOUNGE

The following regulations will be enforced if alcohol is consumed in the TV Lounge room in the basement:

- **Occupancy During Alcohol Consumption:** No more than 15 people shall be present in the TV Lounge Room when alcohol is being consumed (by 1 person or more). If there are more than 15 people in the lounge and one or more persons are drinking for any gathering, social event or party, the Lounge Room must be booked and authorized by the Dean of Residence 24 hours in advance, as detailed in Section 2.20 (ROOM BOOKINGS) in Student Contract.
- **TV Lounge Room Booking:** Request for Booking Forms are available at the Don's Office in the residence. The completed form must be submitted to the Dean of Residence (paper copy or email) 24 hours in advance to the requested date. Upon review, the request may be accepted or denied at the Dean's discretion.
- **Quiet Hours:** The TV Lounge is being authorized for alcohol consumption to better regulate noise violations within the residence. Quiet hours remain in effect for the student lounge and all noise related regulations as detailed under Section 2.16 (NOISE) in Student Contract shall be enforced. A Don may ask resident/s to leave the Lounge if the noise is deemed excessive.
- **Residence Property:** Residents must maintain and respect Residence Properties in the TV Lounge Room if they choose to consume alcohol in the Lounge. Such properties may include, but not limited to, Furniture, TV, Sound bar, Books and DVDs. All regulations detailed in Section 1.15 (DAMAGES AND CLEANING COSTS) in Student Contract shall be enforced in the TV Lounge Room.

Alcohol Consumption in the TV Lounge Room is a privilege. ~~that is being given to the residents of St John's College.~~ Repeated failures to comply with this policy by one or more residents may result in this privilege being taken away from all residents.

2.3 SMOKING

Smoking will not be permitted in St John's Residence. Any student who is found to have tampered with or modified a smoke alarm will face disciplinary sanctions and possible eviction. The use of smoking materials in ALL areas of the St John's Residence, including bedrooms, is strictly prohibited. As such, students are required to vacate residence property prior to smoking. Smoking is prohibited within 8 meters or 25 feet of any building entrance on the Fort Garry Campus (refer to U of M *Clean Air, Public Health Policy*). Disciplinary sanctions and fines will be levied to those who contravene this policy. Residents will receive a minimum \$50 fine for a first-time offence.

Hookah/Shisha Pipes and Bongs: Use of Hookah/Shisha pipes and/or bongs is not allowed in residence. Possession of a Hookah/Shisha pipe or bong is a violation of Community Standards and will result in a minimum \$50 fine.

Electronic Cigarettes: Use of Electronic Cigarettes and vapes are not allowed in residence and is a violation of Community Standards and will result in a minimum \$50 fine. Electronic cigarettes may contain toxic ingredients and are only to be used in designated smoking areas.

2.4 SMUDGING

Smudging is an Indigenous tradition that involves the burning of sweetgrass, sage and/or cedar. Smudging generally produces little smoke and dissipates relatively quickly. Smudging is recognized by the College as an Indigenous tradition and is permitted on campus. A designated smudging space has been set up in the narthex of the College chapel and procedures for use are provided by the College Chaplain. Smudging in the residence may be considered in specific circumstances. However, occasional smudging on campus, including in residence, must be in accordance with the University's Clean Air policy which requires specific safety and notification procedures to take place **PRIOR** to any smudging in any residence space(s). Please contact the Dean of Residence to arrange this. Failure to make prior arrangements with the Dean of Residence is a violation of Community Standards and will result in a minimum \$50 fine.

2.5 CANNABIS/MARIJUANA

All residents should familiarize themselves with new Provincial and Federal laws on cannabis and will be expected to uphold these laws while in residence and on University property at all times. Please note that Manitoba provincial laws prohibit the use of cannabis in public places which includes all College or University property. For more information on federal and provincial facts about cannabis, see: <https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/laws-regulations/provinces-territories.html>

The cannabis policy in St John's Residence is as follows:

Smoking, vaping, and use of concentrated forms of cannabis: Prohibited in residence.

Preparing and cooking of cannabis products: Prohibited in residence.

Plants/growing: Prohibited in residence.

Edible cannabis products: Only legally purchased edible cannabis products with the standardized cannabis symbol and health warning message are permitted to be consumed in residence.

Sale, production and distribution: The sale, production or distribution for consideration of cannabis is not permitted in residence or on University property.

Cannabis use for medicinal purposes is also restricted by the University of Manitoba Clean Air Policy, which prohibits smoking inside University or College property, including the residence. Students with a prescription for medicinal cannabis are encouraged to meet with the Dean of Residence for information on authorized cannabis usage.

Consumption: The consumption of recreational cannabis (not for medicinal purposes by prescription) is prohibited in residences. This includes smoking, vaping, and ingestion. Highly potent or concentrated forms of cannabis (ex. shatter) is prohibited in residence. Consumption is prohibited on any part of the University property. Using cannabis in a way that carries the smell into the residence property (whether on your person, clothes or items) is strictly prohibited as it degrades the living conditions within the residence.

Disciplinary sanctions and fines will be levied to those who contravene these laws and policies. Residents will receive a minimum of \$50 for a first-time offence. Delayed response in opening your door and/or attempts to remove or mask the smell of smoking/vaping cannabis indoors will raise further suspicion and increase the severity of the sanction levied.

2.6 SUBSTANCE ABUSE AND ILLEGAL DRUGS

Use or possession of illegal, prescription, and/or non-prescription drugs for recreational purposes is prohibited on St John's property and is a violation of the *Residence Contract*.

Evidence of drug traces or drug paraphernalia, or the smell of a prohibited substance on residence property, in residence rooms, or common areas will be assumed to be conclusive of use or possession. Delayed response in opening your door and/or attempts to remove or mask the smell will raise further suspicion of involvement in drug activity.

Residents are prohibited from being involved with the trafficking, possession, use, and consumption of any such drugs in the residence community.

St John's College reserves the right to confiscate and dispose of all drug-related paraphernalia.

deemed to be associated with use or promotion of drugs in residence.

St John's College does not tolerate drug-related offences. Residents found or associated with any drug use will, at a minimum, receive a \$50 fine for a first-time offence and be placed on Residence Probation, which will make them ineligible to apply for residence for subsequent terms.

2.7 CANDLES/INCENSE/WAX WARMERS

Use of candles, incense, and/or wax warmers in the residence is not permitted either in common spaces or private rooms. Residents will receive a minimum \$50 fine for a first-time offence.

2.8 COMBUSTIBLE FUELS AND EXPLOSIVE MATERIALS (INCLUDING PROPANE TANKS)

Using and/or storing propane tanks (either empty or full) indoors, or any appliance requiring combustible fuel (including fondue sets) is not permitted in any residence hall. Possession of explosive or flammable material including, but not limited to firecrackers, fireworks, dynamite, gasoline, sparklers or other such materials, is not permitted on residence property.

2.9 COOKING

- Cooking devices that are open-coil, open-flame, or gas-based, including but not limited to butane-burners, deep fryers, and hot plates (excepting the provided induction element in the Buttery) are not permitted in residence.

- Residents are not permitted to have any appliance with an enclosed heat source in their residence room. This includes toaster ovens, slow-cookers, rice-cookers, toasters, or microwaves.
- Cooking of food is restricted to the kitchen area provided in the Buttery. CSA approved kettles that include automatic shutoffs, and a small fridge are the only appliances permitted in dormitory rooms.
- All appliances in use are required to be plugged in directly to the receptacles or connected by a CSA approved power bar with an internal circuit breaker. Other “extension cords” are not permitted for appliance use.

The Buttery: St. John’s Residence has a common kitchen space (the Buttery) for resident use. Students using this space are responsible to clean up after themselves. Use of this kitchen is a privilege and a collective responsibility to keep clean. If residents do not follow the Buttery rules and responsibilities as outlined below, it could result in disciplinary action, including restricted access to the Buttery, disciplinary fines, or eviction from residence. Guests are not permitted to use the kitchen facilities at any time.

Residents using the Buttery are responsible for:

- Providing their own cleaning supplies.
- Washing any dishes immediately after use, either in the sink, or by loading and running the dishwasher. Any dishes left abandoned are subject to removal and disposal.
- Cleaning up any spills on the counter, table, floor, or induction cooking element.
- Cleaning out the microwave after each use.
- Disposing of or recycling any garbage or containers using the bins provided.
- Properly disposing of food scraps using the garburator.

Residents using the Buttery are prohibited from:

- Leaving cooking unattended whether on the induction cooking element or in the microwave. Any food product that is found unattended will be discarded by Residence staff.
- Discarding cooking oil or grease down the sink.

Public Fridges: Items kept in the public fridge must be labelled with the owner’s name, the date it went in the fridge, and stored in a leak-proof container. Food that is not labelled or is stored in an unsanitary way will be discarded by staff. St John’s College is not responsible for any food items lost/stolen from the public fridge.

2.10 DOORS

Propping open entrance, exit, or fire doors puts all members of the community at risk and is, therefore, not permitted. Any action that impedes the ability to open any door in a public area that should be accessible or prevents another person from exiting their own room is not permitted.

2.11 FIRE EVACUATION POLICY

Evacuation Procedure:

- When the fire alarm sounds, evacuate the residence using the closest emergency exit.
- Move quickly from the building to the designated muster point in the Cloister (the foyer area outside the College chapel).
- If you know someone that is unable to evacuate the building, inform a Don or any emergency services personnel immediately.
- Do not re-enter the building until a member of the Residence Staff or emergency services has instructed you it is safe.
- Never assume it is a false alarm.

All occupants of the building must evacuate when a fire alarm sounds and must not return until the alarm is off or the fire department indicates it is safe to do so. Failure to comply with fire evacuation policy will result in a minimum \$50 fine.

Fire Alarm Testing:

Pulsating fire alarm bells/horns within the first two weeks of each month indicate legislated fire alarm testing by Physical Plant and do not require evacuation. It is important to note that if a true alarm happens to coincide with fire alarm testing, fire bells/horns will stop pulsating and will ring continuously, thereby indicating that you must exit the building.

Fire Equipment:

Tampering with fire equipment (including but not limited to: smoke detectors, fire houses, and fire extinguishers) will

result in a minimum \$150 fine.

Falsely activating a fire alarm is an indictable offense under the *Criminal Code of Canada* and will result in eviction from residence.

2.12 FURNITURE, ROOM DECORATION, AND MODIFICATION

All residence rooms and suites are furnished. Students are permitted to bring in smaller items such as a standard bar fridge, bookshelves, posters, plants, additional lighting. However, residents are prohibited from (but not limited to) the following actions:

- Modifying, adding, or tampering with existing electrical, plumbing, or heating/cooling infrastructure (e.g. installing a window room air conditioner, etc.)
- constructing bed lofts;
- bringing large items: full-sized refrigerators, mattresses, etc. without the approval of the Dean of Residence to prevent the potential for outside pollutants or pests;
- mounting any poster on the outside of their room door or facing the outside on the window of the room that is sexist, racist, or otherwise offensive (as determined by the Dean of Residence);
- removing, moving, or altering assigned furniture;
- bringing common area furniture or fixtures into their rooms;
- damaging walls or paint;
- using electrical appliances with exposed wires (must have original factory casement or replacement casement).

2.13 GUEST POLICY

Having guests is a privilege that can be taken away for failure to comply with this *Residence Contract*.

Residents are expected to assume responsibility for the actions of their guests and will be held accountable for a guest's violation of Community Standards, whether they participated in, condoned, or were aware of the guest's behaviour or not. Anyone who is invited to, accompanied on, accepted, or admitted to residence property (which includes, but is not limited to, all residence buildings and surrounding grounds) by a resident is deemed to be a guest of that resident. Rooms are contracted to residents for their private use only. A resident found to have an additional person living with them in residence will face disciplinary sanctions (See Section 1.12 – Unauthorized Occupancy).

Arrival and Movement of Guests: Residents must meet their guests at the front entrance of the residence building (rather than guests inappropriately entering and wandering through the residence). Residents must accompany their guests at all times during their visit and are responsible for the guests' actions until the guests have left residence property.

Unauthorized Guests: A resident who facilitates the access (opening a locked door or allowing "tailgating" through a locked door) to a stranger or otherwise "un-hosted" person to residence property will be designated the host of that person and will be held accountable for that person's behaviour as if that person were their guest.

Guest's Length of Stay: Each resident is allowed to have a maximum of one overnight guest, for no longer than two consecutive nights and for a total of seven nights over an academic term. The Dean of Residence does have the discretion to adjust the number of nights per term as they see fit. No extra bedding is available and guests may not sleep in lounges or common areas.

Guest Meals: Guests are permitted to eat their own food in the dining hall, but they are not to have any food or drinks from the kitchen unless they buy a meal ticket from the General Office or the don on duty. Residents will be fined a minimum \$20 as well as the meal price if their guest is found stealing.

2.14 HARASSMENT/BULLYING

Harassment is defined as inappropriate comments or conduct in relation to a person or group of persons that has the effect or purpose of creating a hostile or intimidating living, working, or educational environment. This includes any attention or conduct by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome, unwanted, offensive, or intimidating— this includes online conduct in social media, including but not limited to: Facebook, Twitter, email, Instagram, etc. Harassment based on a person's race, culture, creed, sexual orientation, gender, age, abilities, or appearance will not be tolerated. Please refer to the *University's Respectful Workplace and Learning Environment Policy*, *Inappropriate or Disruptive Student Behaviour Policy*, and *Violent or Threatening Behaviour*

Policy for additional details.

2.15 KEYS/ACCESS CARDS

Access Cards

- Residence exterior doors are now operated with access cards. All students are required to take their UofM/ICM student cards to 89 Freedman Crescent (Physical Plant office) during office hours to get their cards encoded for access. Encoding takes 5 minutes and once it is done, student cards will open exterior doors during the duration of stay.
- First time students who do not have a student card upon move-in may receive a Temporary Access Card for a duration of one week. Students who do not return a temporary card within a week of issuance will receive a \$25 initial fine and the temporary card will be disabled.
- If an encoded student card is lost/stolen, it is your responsibility to visit Physical Plant office with your new student card to get it encoded as well.

Keys

- Upon payment of all fees owing, each resident is issued a room key. If a key is lost, a replacement fee of \$100 for each key will be charged.
- No one, other than a resident assigned to the room, may live in the room at any time. The resident will not rent, lend, or share the assigned room.
- Residence students may not lend or give their residence keys to anyone else, as it is a building security issue.
- Residents are not permitted to copy or tamper with any keys provided by St John's College.
- Keys must be returned (to a don, directly to a staff member during regular office hours, or through the mail/key slot after hours) by move-out day, or by the date specified in an earlier withdrawal agreement.
- Residents will be charged from move-out day until keys are returned or until locks are changed.
- If a resident's keys are not returned by move-out day and the resident has not made arrangements with the St John's Residence Office to extend his or her stay, then access to the room will be changed at the resident's expense. The resident's University account will be put on Hold (while on Hold, a student is unable to use any of the University services that are normally available). The Hold can only be released when the key has been returned and the resident account settled.
- Twenty-four hour temporary key use will be provided for misplaced keys. If, after the 24-hour period the temporary keys have not been returned, a lock change will be ordered and the cost charged to your account.
- Students who lose or forget their keys/access card on a regular basis, and repeatedly require assisted access to their room, may be assigned a fine.

2.16 MENTAL HEALTH AND WELLNESS

St John's College is committed to supporting the mental health and wellness of our residents and our residence community.

The University of Manitoba offers a variety of services in support of student mental health and wellness. In consultation with relevant University of Manitoba departments, the Dean of Residence provides referral services as well as case management to residence students on a wide variety of issues.

We encourage residents to access the Health and Wellness page on the University of Manitoba website <https://umanitoba.ca/student-supports/health-wellness>. This site brings together all of the UM mental health and wellness resources in one location and provides more information to students and parents with links to campus resources.

While living in our community, residents may be asked to implement a self-care and safety plan. This plan outlines the supports and resources available, including those available on 24/7 basis. In urgent circumstances the Dean of Residence or his delegate may also reach out to involve a resident's designated emergency contact who can assist in supporting a resident's care and safety planning.

In situations where, in the opinion of the Dean of Residence, in consultation with the Warden and/or Bursar of St John's College, a resident's behaviour and mental health jeopardizes their own wellbeing and/or the wellbeing and safety of others, or otherwise exceeds the College's capacity to support the resident, they may be required to:

- i. take a leave from residence until mental health and wellness is restored
- ii. to find alternative accommodations off campus that better suit the needs of the resident, and/or
- iii. to hire a professional personal support worker (at the resident's expense) to provide increased supervision and support.

2.17 PHYSICAL HEALTH AND WELLNESS

At St John's College, our priority is to ensure a safe and secure environment for all our students and staff members. During the health and safety crisis created by COVID-19, St John's College and the University of Manitoba implemented various health and safety policies and procedures. Should the need arise, St John's College, in consultation with Manitoba Public Health and the University of Manitoba, may implement similar protocols in response to other communicable diseases, natural disasters, or other situations that pose a threat to public health.

In the event of a Public Health Order or introduction of other health protocols, the Dean of Residence will provide residents with written information, instructions, and guidelines. Residents are also encouraged to educate themselves regarding public health situations affecting the City of Winnipeg and the University of Manitoba. Repeated failure to comply with Public Health Orders or health protocols will result in escalating disciplinary action under the Student Discipline Bylaw of St John's College (See Section 2 – Compliance with Public Health Orders and Section 3 – Enforcement and Discipline Process).

In following best practices learned during COVID-19 residents are encouraged to:

- practice frequent hand washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer containing at least 60% alcohol.
- report severe illness (COVID-19 or otherwise) to the Dean of Residence and self-isolate until fully recovered.
- wear a non-medical or N95 mask (covering their nose and mouth) in common areas when feeling unwell.

2.18 NOISE

In all residence buildings, residents are expected to be considerate of their neighbours 24 hours a day, 7 days a week. Although residents have the right to sleep and study in residence, they must also expect some reasonable living noise.

St John's College has designated Quiet Hours. Quiet Hours are times in which residents are prohibited from making noise that can be heard outside their room or suite. This includes loitering and causing noise in the hallways.

Quiet Hours are set as follows:

- Sunday to Thursday: 10:00 pm – 8:00 am
- Friday and Saturday: 2:00 am – 8:00 am

Residence is a densely populated community of students from various backgrounds and with various interests. Therefore, residents must expect some reasonable living noise. However, St John's Residence has set the following guidelines:

- Residents are not permitted to create excessive noise of any kind.
- Music with excessive bass is not permitted.
- Subwoofers and large speakers are not permitted and are subject to removal.
- Residents will face disciplinary action for noise violations, up to and including a \$50 fine.

2.19 PEST TREATMENT

In the event that insects or other pests are detected in your room, you are required to follow the instructions and recommendations provided by management and/or pest control professionals. This may include discarding bedding and other possibly infested personal items, and washing items in a prescribed manner. In the case of bed bugs or other non-threatening pests, residents will not be moved to another room.

2.20 PETS

No pets of any order, species, or description are permitted in residence. Only service animals are permitted on College property and in the residence as required by law. An animal is deemed a "service animal" if it is specially trained and certified and provides a vital service to a person with a permanent disability or who suffers from a medical condition and the person provides a letter from a regulated health professional confirming that the person requires the animal for reasons directly relating to the disability.

2.21 PORNOGRAPHY

Displaying or making available for viewing pornographic material or sexual activity in public areas including, but not limited to hallways, common rooms, lobbies, stairwells, bathrooms, exterior room doors, living rooms, kitchens, windows, or any interior area of a room that can be seen from an open door is prohibited (in accordance with the *Criminal Code of Canada*, Section 163), as is use of computers or network infrastructure to display or distribute such

material. Refer also to the University's *Respectful Work and Learning Environment Policy*.

2.22 PRANKS AND PRACTICAL JOKES

Any action that violates the Residence Community Standards, regardless of whether or not that action was intended as a prank, will be regarded as a violation and treated accordingly. Clean-up of any mess created by pranks is the responsibility of the people involved. Any additional staff time required for this type of clean-up will be billed to the person(s) or floor responsible.

2.23 ROOM BOOKINGS

Lounges/Common Rooms: Must be booked with the Dean of Residence. Bookings must be completed at least 24 hours before any gathering, party, or social event of 15 or more people.

2.24 ROOM ENTRY

- **Right to enter:** St John's College reserves the right to enter a resident's room, whether or not the resident is present, in cases of emergency, safety, sanitation, noise, theft, suspicion of illegal substances and/or weapons, or by authorization of the Dean of Residence.
- **Student Entry:** Students may only enter another student's room with permission from the student who currently resides in that room. This applies whether the room is locked or not. Infractions of this rule are taken seriously and subject to disciplinary measures.
- **Maintenance:** In the case of a maintenance request where the resident has voluntarily given written or verbal consent for a specific purpose or occasion, there will not be a notice of entry. A written Request for Repairs Form will constitute consent. For general building maintenance and upgrades that require entry to multiple rooms, notice will be provided well in advance via e-mail or a notice under the door with at least 48-hours' notice. Entry time shall be during regular office hours, or as specified by the notice.
- **Housekeeping:** Housekeeping Staff will enter each room on a weekly basis to provide light cleaning and garbage removal, and to ensure the room is being kept in a sanitary state. Refer to Section 1.14 – Cleaning and Maintenance.
- **Room and Safety Inspection:** St John's College may conduct room condition and safety inspections of residence rooms once each term with notice of inspection given seven (7) days prior via e-mail or in a letter placed under each resident's door. Refer to Section 1.13 – Room Condition and Safety Inspections.

2.25 ROOM OCCUPANCY LIMIT

No more than 6 people are allowed in one residence room at a time. If more than 6 people are discovered in a room, every person in the room will face disciplinary action, up to and including a \$50 fine.

2.26 SECURITY

Residents are responsible for taking reasonable precautions to ensure that their accommodation and the building are protected from a breach in security. This includes, but is not limited to, the resident locking their room door(s) and window(s), not forcing or propping building doors, not permitting unknown person(s) into the building, and immediately reporting strangers or security concerns.

2.27 SEXUAL ASSAULT

Sexual assault is defined as the intentional touching of another person with any object or body part without consent or by force. This can also include unwanted sexual comments or gestures. Sexual assault will not be tolerated in residence and persons found engaging in acts of sexual assault can face severe consequences and may be evicted.

The University of Manitoba has specific policies, resources, supports and reporting procedures on sexual assault (see <https://umanitoba.ca/student-supports/sexual-violence-support-and-education>). Residents that have experienced sexual assault are encouraged to use these resources, and if comfortable, share the experience with a safe person.

If a case of sexual assault is reported to the Dean of Residence or other member of the College staff (directly or indirectly) where there are reasonable grounds to believe that the safety and security of an individual or the community is at risk, the Dean of Residence may impose interim measures on the respondent (accused resident).

Usually, this means temporarily moving the respondent to a different area of the residence or out of the residence

altogether. Interim measures will remain in effect so long as reasonably required to gather all relevant information relating to the offense.

2.28 SPORTS

Sports or any horseplay in the hallways will not be tolerated. This includes, but is not limited to, the use of rollerblades, skateboards, and hoverboards.

2.29 THREATS TO HEALTH, LIFE, PROPERTY, OR ST JOHN'S COLLEGE GENERAL WELFARE

Where St John's College believes that the continued presence of a resident constitutes a threat of danger to health, life, or property, and/or affects the College adversely, St John's College will take immediate disciplinary action. Under such circumstances, a student may be expelled from residence immediately (result depends on situation).

Examples of such behaviour include:

- physical acts of violence, threats of violence, coercion, intimidation, or any other form of harassment;
- illegal sale, purchase, or use of drugs and/or alcohol;
- use or possession of explosives, firearms, or dangerous weapons;
- use or storage of flammable liquids or other dangerous substances;
- violation of Federal or Provincial law;
- damage, destruction, or theft of residents' and/or University property;
- tampering with or misusing fire equipment;
- setting fires; and
- use or storage of combustion engines in the residence (including anything that has, as a component part, a combustion engine (e.g., a motorcycle).

2.30 ST JOHN'S PROPERTY AND COMMON PROPERTY

Common residence property and/or St John's College property is intended for the benefit of the community. The removal of residence and/or College property to a student's room, or to any other location, will be considered an act of theft and treated accordingly. Permission for College staff or a member of the Don's team to enter a room to retrieve this property can be given by the Dean of Residence without advance notice to the student(s).

2.31 WEAPONS

Residents and their guests are not permitted, at any time, to bring or keep in their accommodation or the residence property, any of the following (each of which is described as a "weapon"):

- any real or replica projectile weapons, including, but not limited to, real or replica firearms, air guns, cross-bows, archery equipment, sling shots, paint-ball guns, and air guns, which includes BB guns;
- blades including bayonets, hunting or throwing knives, epees, and blades used in martial arts;
- any form of ammunition, including bullets; and
- any other weapons, whether used for martial arts or other forms of combat training including current military or reserve service.

Wielding any object in a threatening or aggressive manner will result in immediate action, including the possibility of eviction. Residents may apply to have their materials stored on residence property, pending approval by the Dean of Residence.

2.32 WINDOWS, ROOFS, etc.

Students are not permitted to engage in dangerous activities in residence or on residence grounds. Below is a representative, but not exhaustive, list of activities that are not permitted:

- throwing objects at or from the residence buildings;
- removing screens from residence windows;
- climbing through windows;
- climbing to, or being on, roofs or ledges;
- storing food or other items on top of roofs, ledges, or outside windows, etc.

SECTION 3:

Enforcement and Discipline Process

The residence community is guided by the belief that student discipline should be developmental rather than punitive. Any sanction that is applied against an individual is applied for the purpose of changing behaviour and protecting the interests of the community. At the same time, considerable care is taken to ensure that any resident who has been accused of an offence is treated in a fair and just manner. Accordingly, the disciplinary system is designed to be both flexible and accountable.

- Disciplinary actions are conducted in a manner consistent with the procedures set out in the Student Discipline Bylaw of St John's College and are subject to appeal. Appeals are conducted in the manner prescribed by the guidelines of the Student Discipline By-law, copies of which are available on request.

When an alleged violation of Residence Community Standards is brought to the attention of the Dean of Residence, he or she is responsible for ensuring that an investigation is conducted.

- Matters of discipline are brought forward to the Dean of Residence, and/or the Warden of St John's College. The Dean of Residence and/or Warden of St John's College have the final say on all discipline. Residents do not have to be given a verbal warning for a fine to be in effect. Decisions will be based on a preponderance of evidence (i.e., the evidence shows it is more likely than not that the alleged violation occurred).
- Residence Dons and Council Members, being in leadership positions in the community, will be held to a higher standard and will therefore be levied with higher sanctions.

Infractions are dealt with through a variety of mechanisms depending on the severity of the incident. This document attempts to provide to the student an example of what the sanction might be for particular behaviours. This does not limit the possibility of other sanctions being imposed, should the situation warrant. All financial costs incurred, as a result of breaking a residence regulation, will be billed to the resident's account. All sanctions are considered to be in effect once the resident(s) has been notified verbally during their conduct meeting. Residents will receive a written letter confirming the sanction levied by St John's College.

The following sanctions can occur as a consequence of breaking Residence Community Standards (alone or in combination). This is not an exhaustive list:

- Verbal Warning
- Written Warning
- Fine (increments of minimum \$25.00 to a max of \$1,000.00)
- Collective Billing
- Damage Fine
- Loss of Guest Privileges
- Community Service and/or Seek Assessment from Other Units/Professionals
- Alcohol Probation
- Residence Probation
- Eviction from Residence
- Ban from all Residence Buildings
- Alcohol-Related Sanctions (refer to Section 3.11 – Alcohol-Related Sanctions)

NOTE: Discipline procedures as they relate to students under the age of 18 can be found in Section 5 – Appendix 4: Minors in Residence).

3.0 NOTICE TO MEET

Should St John's Residence need to meet with you, you may receive written notification under your door or an email. The purpose of this is to gather facts surrounding an alleged community standard violation that has been reported to the Dean of Residence. If you receive notification, it means that it has been reported that you were either involved in an incident or breach of the Residence Contract or b) we have reason to believe you may be able to assist in providing additional information regarding an incident we are currently investigating.

If you receive a notification for a meeting, you are required to book an appointment with the Dean of Residence within five business days of receiving the notice. Failure to respond to a notice within this period will result in a fine.

Failing to meet with the Dean of Residence as per the written notification waives your right to provide your version of the events and as a result, all decisions and sanctions in these cases will be determined solely on the original incident report.

3.1 VERBAL WARNING

Verbal warnings are used by College Staff to indicate to students what policy has been violated and what the consequences are should the behaviour be repeated. Verbal warnings are typically used for 1st time/minor violations. (e.g., first offence – noise violation)

3.2 WRITTEN WARNING

A written warning comes in the form of a written letter ensuring students are aware of the Community Standard that has been violated. A written warning is recorded and tracked by St John's College and typically issued for a minor violation.

3.3 FINE

Fines can be issued by the Dean of Residence, the Bursar, or the Warden of St John's College. Residents will be notified through a letter and will be expected to pay the issued fine within five (5) business/working days. (e.g., first offence – smoking in your room)

3.4 COLLECTIVE BILLING AND DAMAGE FINE

Communities of students (e.g., a specific floor or wing) may be billed collectively for damages that occur to the common areas they occupy. This is only done after attempts have been made to find the individuals responsible for the damage. This includes: fire alarms, extra cleaning, broken fixtures, broken windows, and missing or damaged furniture. Residents responsible for damages will be charged the cost of replacement or repair. All fines will be placed on a resident's account and are expected to be paid within five (5) business/working days.

3.5 LOSS OF GUEST PRIVILEGES

Residents who have guests that violate Community Standards can be denied having guests in residence for as short as one (1) week to a maximum length of their stay in residence. A resident will be informed verbally and/or by written letter of this sanction issued by the Dean of Residence, the Bursar, or the Warden of St John's College.

3.6 COMMUNITY SERVICE OR SEEKING ASSESSMENT FROM OTHER UNITS

Community and Educational Sanctions may be used individually or may accompany any number of other sanctions. In some cases, residents may be asked to see other units, professionals, or off-campus partners. Examples of these professionals include: Campus Security Services, Winnipeg Police Services, Equity Office, Health Services, or Counselling Services.

3.7 ALCOHOL PROBATION

Residents placed on alcohol probation may not consume alcohol in any residence building, possess alcohol in their residence room, or return to residence intoxicated. Alcohol probation can be sanctioned for as short as one (1) week to a maximum length of a resident's stay in residence. Violating the Residence Alcohol Community Standards may result in a resident being placed on residence probation. (Refer to Section 3.11 – Alcohol-Related Sanctions)

3.8 RESIDENCE PROBATION

Residence probation is defined as a resident's last chance to remain in the community. Any subsequent violation that is serious enough to warrant a fine may result in immediate eviction from residence. Residence probation also means that a resident is generally ineligible to return to residence for as short as one (1) academic year (including summer term) to indefinitely. If a resident has continued to be incident free since their probationary status was levied, a request can be made to the Dean of Residence to review eligibility. Probationary status may be extended to the next academic year, if a resident is permitted to return to residence. Probation is typically sanctioned by the Dean of Residence, the Bursar, or the Warden of St John's Residence.

3.9 EVICTION FROM RESIDENCE

A resident who has demonstrated a continued reluctance to comply with Residence Community Standards or is involved in a major incident may be expelled from residence. The resident will be required to vacate their residence room within five (5) business/working days or immediately if the resident is deemed a danger to the community. Eviction from residence is typically sanctioned by the Dean of Residence and/or the Warden of St John's College.

3.10 BAN FROM RESIDENCE

A Residence ban can be issued on a student, guest, or previous resident who has violated Community Standards repeatedly or has been involved in a major incident. The individual will be prohibited from entering onto residence property. A residence ban can be sanctioned for as short as one (1) academic year (including summer term) to indefinitely. Individuals caught violating a residence ban can be charged under the *Petty Trespassing Act*.

3.11 ALCOHOL-RELATED SANCTIONS

Level One Violation:

- Alcohol may not be consumed in public spaces including, but not limited to, hallways/corridors, stairwells, lobbies, and/or laundry rooms.
- Any activity, which encourages excessive or dangerous consumption of alcohol, is prohibited, including drinking games or apparatus that promotes excessive drinking (kegs, Texas mickeys, bubbas, etc.).
- Noise violation that was the by-product of alcohol consumption.

Students with a Level One Violation will meet with the Dean of Residence to discuss their behaviour. Depending on the severity of the incident, residents could receive any of the sanctions outlined in Section 3.

Level Two Violation:

- Anyone who is a repeat offender of any Level One violations.
- Underage drinking and possession of alcohol.
- Intoxication and overconsumption resulting in any, but not limited to, the following: major disturbances, vandalism, violence, personal health and safety, public intoxication.
- Not complying with the instructions of Residence Life Staff, Residence Security, or Security Services.

Students with a Level Two Violation will meet with the Dean of Residence or the Bursar of St John's College and be fined a minimum of \$50.

Level Three Violation:

- Multiple Level One and Two infractions will result in an automatic Level Three violation.
- Any repeat offence following a Level One or Two infraction (depending on severity).

Students with a Level Three Violation will require a meeting with the Dean of Residence as well as the Warden of St John's College. The violation will result in a minimum of a \$50 fine, in addition to being placed on Residence Probation. (Refer to section 3.8 RESIDENCE PROBATION)

Any subsequent violations will result in an immediate meeting with the Dean of Residence and the Warden of St John's, in which an eviction may result. Please note that the Dean of Residences may use their discretion to determine which level a particular violation/incident falls within.

3.12 APPEAL PROCESS

Stage 1 Appeal: Residents may appeal sanctions given by the Dean of Residence. Informal written appeals may be submitted to the Dean of Residence within five (5) business/ working days after receiving a letter of sanction. Formal appeals must also be made in writing to the St John's General office five (5) business/working days after the sanction has been levied. During the appeal process, residents must comply with all aspects of an imposed sanction until such time as they are notified in writing of the outcome of their appeal. Residents can appeal a decision only once. All appeals can be submitted to the Peer Review Committee or the Warden of St John's College. If the appeal is for a major offence, the resident must enlist the assistance of their elected student council designate or the Student Advocacy Department (please refer to *Student Discipline Bylaw*).

Stage 2 Appeal: The Peer Review Committee. The Peer Review Committee has the responsibility of hearing appeals to Community Standard violation sanctions issued to its residents. This process can only be used after the student has exhausted the Stage 1 appeal process to the Dean of Residence and is still dissatisfied with the outcome. However, appeals to the Peer Review Committee will only be considered based on one or all of the following grounds:

- Bias or unfair treatment

- Any procedural error
- The sanction is not a logical consequence of the infraction
- New information has been found

Note: ICM students are only entitled to a Stage 1 appeal with the Warden of St John's College. In cases where ICM students disagree with a sanction levied by the Dean of Residence a written appeal may be submitted to the Warden of St John's College.

All appeals must be made in writing within five (5) business days from the meeting date appeal to the Dean of Residence.

Appeals can be submitted to:

Confidential Secretary to the Warden
St John's College
92 Dysart Road
Winnipeg, MB R3T 2M5

SECTION 4:

Residence Internet Use Policies

4.0 INTERNET

St John's Residence building is equipped with both Wi-Fi provided by University of Manitoba Information Services and Technology (IST) and in-room modems under contract with Shaw Communications.

Use of the University of Manitoba Wi-Fi network is governed by security, usage, and wireless policies that can be found at <https://umanitoba.ca/computing/ist/security/policies.html>.

Use of the in-room Shaw Communications modems is governed by Shaw's Acceptable Use Policy that can be found at: <https://business.shaw.ca/acceptable-use-policy>.

SECTION 5:

Appendices

APPENDIX 1: RESIDENCE RATE TABLE

Residence rates for Fall 2023/Winter 2024 have been approved by St John's Assembly and can be found at <https://umanitoba.ca/st-johns-college/residence#residence-rates>

APPENDIX 2: DATES AND DEADLINES

Important deadlines can change from time to time, so please refer to the Student Handbook on the website: <http://umanitoba.ca/st-johns-college/residence>

APPENDIX 3: WITHDRAWAL INFORMATION

The Residence Contract is for both first AND second term. Students who decide to cancel the agreement early will be financially responsible for a portion of their room and board as outlined in the contract. Any student wishing to withdraw early must fill out the Residence Withdrawal Form, collected from the Dean of Residence.

APPENDIX 4: MINORS IN RESIDENCE

In Manitoba the age of majority is 18 years of age, therefore students planning to live in Residence at the University of Manitoba who are under the age of 18 require the signature of a parent or legal guardian on application and contractual documents.

Underage students and their parent/guardian are required to fill in a *Residence Authorization for Minors* form prior to move in, which states that both the student and the parent/guardian are aware of, and understand, the residence policies outlined in the Residence Contract including the discipline procedures as they relate to underage students. This form becomes obsolete upon the student's 18th birthday.

RESIDENCE / ROOM REQUESTS FOR MINORS:

All students applying to residence are able to request which building and even which room they would like to live in; however, residents under the age of 18 (at the time of move-in) will most likely be assigned to a room and building that allows for appropriate residence life supervision.

INTERNATIONAL STUDENTS - MINORS:

International students under the age of 18 are required to have a designated local guardian who lives in Winnipeg or the surrounding area and must be at least 25 years of age. This local guardian is the person who will be contacted in the event of an emergency or for disciplinary issues. The name, phone number and email address of this Local Guardian must be provided to the St John's College office prior to the student moving in.

DISCIPLINE PROCEDURES FOR MINORS:

Enforcement of Residence rules and sanctions for infractions are outlined in Section 3 of the Residences Contract, however when the incident involves a student under the age of 18, depending on the severity of the infraction, there may need to be some communication between St John's College and the parent/guardian.

The following process has been developed to ensure that all parties understand the process that will be undertaken should the need arise for disciplinary action.

- The Residence Community Standards and Guidelines are listed in Section 2 of the Residence Contract. Violations of these Standards, or actions that contribute to the violations of these Standards may result in disciplinary action.
- Infractions will result in a disciplinary meeting with the Dean of Residence. Depending on the severity of the infraction, some of the possible outcomes include; a verbal warning, written warning, fine, the student being put on Residence Probation, and eviction (for a list of potential discipline outcomes please see section 3 of the Residence Contract).
- If the resident receives a verbal warning for a minor incident, confidentiality will remain intact between the student and St John's College, providing the student an opportunity to learn a life lesson and to correct their behavior.
- If the infraction is more severe, there are repeated infractions or the behavior poses a health or safety risk to him/herself or their community, the incident(s) may be communicated with the parent/guardian. This communication may include, a phone call, email and or a copy of the Discipline Letter. If the communication is taking place because of multiple incidents – all incidents up to date may be shared with the parent/guardian at the discretion of the Dean of Residence.
- If the offence leads to "Residence Probation", a copy of the notification letter will be shared with the parent/guardian. The Student will be given the opportunity to make a phone call from the St John's General office with the Dean of Residence present, to inform the parent/guardian of the incident and the forthcoming letter.
- Should the infraction(s) lead to an eviction and termination of the Residence Contract, the parent/guardian will be notified as soon as possible after investigation and discussion of eviction with the student has taken place. The student will be given the opportunity to contact their parent/guardian immediately following the discussion. This phone call will take place from the St John's College office with the Dean of Residence present. If the student does not wish to contact their parent/guardian, the Dean of Residence will make the phone call.

APPENDIX 5: ALCOHOL AWARENESS AND POLICIES

ALCOHOL AWARENESS

Residents who choose to consume alcohol are expected to do so in a safe and responsible manner.

UNIVERSITY OF MANITOBA ALCOHOL POLICY STATEMENT

Alcohol abuse is a serious health problem and can lead to conduct that may endanger the safety of individuals and result in damage to property, both on and off campus. This, in turn, may result in legal claims involving the University and others.

The purpose of this policy is to explicitly establish the general means by which alcohol abuse on the University of Manitoba campuses can be reduced or perhaps eliminated.

The University shall meet the policy's objective by:

- Offering an alcohol education and awareness program within the scope of programs offered by or through Student Affairs;
- Maintaining University guidelines with respect to the serving and consumption of alcohol on the Campuses; and
- Requiring that events and facilities at which alcohol is served on the Campuses (the "events and facilities") be managed effectively, and in accordance with the University's policy and procedures and MLCC rules and regulations; and this policy applies broadly, and covers all events and facilities on the Campuses.

For the entire *Campus Alcohol Policy and Procedure*, please refer to:

<https://umanitoba.ca/governance/governingdocuments/governing-documents-university-community#campus-alcohol>

The Manitoba Liquor Control Act: <https://web2.gov.mb.ca/laws/statutes/ccsm/l153.php?lang=en>



Academic Year 2023-2024 Residence Contract

By signing below, you confirm that you have read, understood, and will abide by the St John's Residence Contract for the duration of your stay in residence during Fall 2023/Winter 2024.

Dated at _____ (location) this _____ (date) day of _____ (month), _____ (year)

Resident Name (print)

Witness Name (print)

Resident Signature

Witness Signature