

RESIDENCE COMMUNITY LIVING STANDARDS 2024/2025

Northern College Residence Timmins Campus, 4777 Highway 101 East, South Porcupine, ON, P0N 1H0

The residence community is a place that promotes a safe and peaceful environment that supports the academic success of Residents

Municipal, Provincial and Federal laws and by-laws are related to you being a citizen in the city, province and country. The standards outlined by Residence and Northern College are informed by these laws. Residence and Northern College Staff aim to ensure that all of these standards of behaviour are respected and maintained.

Normally the Residence policies and procedures and Northern Colleges policies and procedures act independently of one another. However, Residence shares all reports alleging RCLS violations with Northern College. In situations that create a concern for the safety and security of students in residence and on campus, all important information will be shared between appropriate Residence and Northern College officials. In serious cases, allegation(s) may be investigated by both the Residence and Northern College and the student will be subject to the sanctions under both sets of policies and procedures.

For more information about Northern College policies and procedures please refer to the Academic Policies webpage (www.northernc.on.ca).

(c) RRR3(w6(eh)-ich is r(R)3easonably inter(R)3pret[Bas unwel(R)3come; incl(R)3udi(en(not not TJETQq0.00000912 0 612 792 reW*nBT/

- (c) have unit/suite/room assignments to live with your friends,
- (d) to live in Residence in future years,
- (e) the legal drinking age,
- (f) use sound broadcast equipment, approved musical instruments or computer speakers or subwoofers,
- (g) invite and host Guests in Residence,
- (h) be a Guest in areas outside your assigned room/unit/building and/or enjoy access to the Residence Complex, outside your assigned room/unit/building,
- (i) participate in events and activities facilitated or sanctioned by Residence.

of

5. VIOLATIONS AND SANCTIONS (THE RULES AND CONSEQUENCES)

A violation is any unacceptable conduct, action or neglect that violates the RCLS, Student Resident Agreement or Northern Col policies. Violations are described and classified based on three levels of increasing severity. Sanctions are the consequences for violations, which are described in detail in subsequent sections of the RCLS. At each level of offense and/or after repeated violations the severity of the sanctions will increase.

Level 1 Violations: Actions that interfere with the rights of another individual or community to the peaceful use and enjoyment of their space in Residence. Normal Point Range: 1-3

LEVEL 2	2 - 5
LEVEL 3	4 - 9

1. ADVERTISING, SOLICITING, CAMPAIGNING AND SELLING

Note:

	<ul style="list-style-type: none"> b) Consumption of cannabis or cannabis products in unauthorized areas (e.g., lounges, hallways, common spaces, etc.). c) Attending Residence Orientation under the influence of cannabis.
LEVEL 2	<ul style="list-style-type: none"> d) Smoking, vaping, or producing the odour of cannabis in Residence or on Residence grounds. e) Growing cannabis and/or producing cannabis substances in Residence (e.g., edibles, hash oil, etc.). f) Possession of more than 30 grams of dried cannabis (one ounce) or equivalent, in Residence. g) Imposing the physical effects of intoxication on the Residence community. h) Influencing, forcing and/or promoting the consumption of cannabis by a resident and/or guest on another.
LEVEL 3	<ul style="list-style-type: none"> i) Consumption or possession of cannabis by Residents and guests under the legal age, or those on cannabis probation. j) Purchasing for, or supplying persons with, cannabis or cannabis substances whom are under the legal age. k) Consumption games or promotion of a social function, activity or contest in which the consumption of cannabis is either the primary focus or used as a penalty, typically in response to a specified cue or prompt. l) Possession with the intent to sell, and/or selling cannabis or cannabis substances in Residence.

4. CLEANLINESS

LEVEL 1	<ul style="list-style-type: none"> a) Littering. b) Failure to keep Room/common areas in a clean and sanitary condition after use. c) Improper disposal of refuse, including leaving garbage bags outside of your unit/suite/room or outside of designated garbage areas. d) Collection of empty containers, bottles or cans that is judged by Residence Staff, for sanitary reasons, to be beyond recycling purposes. e) Failure to (follow disposal instructions of) dispose of recycling, garbage and/or organics appropriately; including, but not limited to leaving garbage/recycling bags, leaving items on compactor floor, bagging organics with a non-organic bag, failure to break down cardboard, failure to separate recycling/garbage/organics into their designated disposal areas.
----------------	---

5. DAMAGES & VANDALISM

LEVEL 2	<ul style="list-style-type: none"> a) Marking any surface through action or neglect, that is not deemed normal wear and tear. b) Behaviour that causes, or has the potential to cause moderate damage through actions, carelessness, or negligence. c) Failure to keep your furniture, fixtures and appliances in a good state of repair. Attempt to repair and/or resolve damages without consultation and subsequent permission from the Residence. e) Damage to, or alteration of Residence Community Resources such as bulletin boards, posters, decorations, etc.
LEVEL 3	<ul style="list-style-type: none"> f) Behaviour that causes, or has the potential to cause significant damage through action, carelessness or negligence. g) Willful damage, vandalism or graffiti or neglect that leads to serious damage to the residence, Northern College or private property.

6. DISRUPTIVE BEHAVIOUR

LEVEL 1	<ul style="list-style-type: none"> a) Throwing, dropping, kicking or knocking objects in, from, or at residence buildings, windows, or stairwells, whether intentional or unintentional. Participating in physically-active games or sports inside Residence or within the Residence grounds which could disturb residents, staff or the surrounding community or cause damage to facilities or personal injuries.
LEVEL 2	<ul style="list-style-type: none"> c) Creating or permitting behaviour in Residence which is a nuisance or annoyance to Residents, Residence Staff, the surrounding community, or to the supplier of services authorized by Residence or Northern College. This includes pranks/raids or similar actions that could be damaging to personal, Residence or Northern College property or reputation.

7. FACILITIES AND FURNITURE

LEVEL 1	a) Removal of furniture, appliances, window screens or other fixtures from assigned rooms/units and placing them elsewhere.
LEVEL 2	b) Alteration or renovation of Rooms, furniture, or equipment. c) Installation of unauthorized furnishings, equipment or devices. d) Failure to keep access clear to electrical panel, heating unit and maintenance access.

8. FIRE SAFETY

LEVEL 1	a) Propping open a fire door, which includes room/suite/unit doors. This may include using the deadbolt or another item to prevent it from locking and/or to hold the door open.
LEVEL 2	b) Possession or use of candles, incense, lava lamps, open coil hot plates, flame cooking devices, indoor barbecues, deep fryers and the like. Cooking devices without an automatic shutdown are not allowed in residence. c) Covering or removing smoke and/or heat detectors. d) Blocking hallways, stairwells, exits and access to fire safety equipment. e) Leaving food unattended while cooking. f) Shallow/deep frying is not permitted.
LEVEL 3	g) Possession or use of explosive or flammable material (e.g., firecrackers, fireworks and barbecue propane tanks). h) Discharging, tampering with, covering or operating any fire prevention or detection equipment for any purpose other than the control of a fire. i) Actions or neglect that leads to a fire, and/or the activation of the building fire alarm system.

9. GUESTS AND VISITORS

1. A guest is any person who is invited to, accompanied on, accepted or admitted to the residence property where they do not currently reside.
2. Residents must sign in their guests at the front desk before they enter the Residence.
- 3.

	Permitting a guest to stay over the limit of two (2) nights consecutively or ten nights (10) in any given month (1) without approval from management.
LEVEL 2	d) _____ effect. e) Living or permitting someone else to live in a room/unit without an approved assignment from Residence.
LEVEL 3	f) Hosting a guest who violates the RCLS. All residents are responsible for the actions and behaviours of guests signed in with them, at all times, while in the Residence. g) Hosting a guest who has been issued a trespass, or similar notice restricting them from the Residence property.

10. HARASSMENT AND DISCRIMINATION

Note: Every individual has a right to a safe, respectful environment that is free from attacks on their dignity/integrity. Harassment is defined as any attention or conduct (oral, written, graphic, electronic or physical) by an individual or group who knows, or ought to reasonably know, that such attention or conduct is unwelcome, unwanted, offensive or intimidating. Bullying and hazing will be considered harassment under this policy. Discrimination is any behaviour that is based in or leads to unjust or prejudiced treatment of persons of things, often on the grounds of sex, race, religion, age, gender/gender identity, etc. This includes but is not limited to: making _____ s to someone or imposing burdens upon them.

- LEVEL 2 & LEVEL 3**
- a) Failure to abide by the Northern College Code of Conduct or related legislation or policies which defines harassment and discrimination.
 - b) Any conduct that could be deemed as bullying, including cyber bullying, or bullying on social media

Exam Quiet Hours begin at 11:00pm on the Friday evening before the final examination period, which means quiet hours are extended to

22. VIOLENCE AND AGGRESSION

Note: Violent or aggressive behaviour of any kind is not permitted in residence. This includes behaviour such as physical force potentially causing hurt or damage to someone/something, and/or behaviour that threatens another member of the community. Violence and aggression includes but is not limited to physical or verbal acts.

LEVEL 3

- a) Any communication or behaviour that is perceived as offensive, abusive, unwanted, aggressive or threatening.
- b) Any behaviour (consensual or not) that causes or has the potential/intent to cause physical or emotional harm. These behaviours include, but are not limited to: hitting, punching, slapping, kicking, pushing, pulling, bullying, stalking, fighting, intimidation, retaliation and threats of violence.
- c) Any behaviour deemed to be a physical assault.

23. WEAPONS

Note: A weapon is defined as any device that is designed for (or could be used for) the purpose to intimidate, threaten, harm or kill. Examples of weapons include and are not limited to: handguns, rifles, air guns, pellet guns, paintball guns, BB guns, crossbows, swords, hunting knives, fishing knives, martial arts weapons, brass knuckles, replica weapons, or any other prohibited device as defined in the Criminal Code of Canada. Ammunition is defined by any replica or real materials fired, scattered, dropped, detonated from any weapon. This includes live and dead bullets, arrows, grenades, etc. Ammunition and replica ammunition are also prohibited.

- n) **Behavioural Contract** - a signed contract between a Resident and Residence Management addressing behaviour that may or may not be covered by the RCLS, to comply with conditions of conduct and to refrain from specified conduct as detailed in the

COMMUNICATION BETWEEN RESIDENT(S) AND RESIDENCE STAFF

Residence Staff will endeavor to communicate with Residents via several methods to discuss Incident Reports, deliver Decision Letters, and any other important aspects of the judicial process: (a) an e-mail to their Northern College e-mail account or the account provided in their application, (b) a letter placed in a Residents mailbox or under a Residents room door, or (c) in person. Attempts to contact and communicate with a Resident are deemed to be satisfactory when any two of the above methods have been used by Residence Staff.

NORTHERN RESIDENCE JUDICIAL PROCESS

Incident Report

Alleged violations of the RCLS are documented by Residence Staff in an Incident Report

Alleged Level 1, 2 & 3 Violations Judicial Meeting with RLC or designate

Resident(s) meet with the RLC to review the Incident Report.

- (d) Depending on the original decision rendered the appeal process proceeds via one of two processes: the Appeal Process or the Eviction Appeal Process, which are detailed below.

THE APPEAL PROCESS

Students may choose to follow up with the decision maker by scheduling a meeting in order to better understand the decision or sanction(s) related to their incident. Should a student believe that there are issues with the finding of responsibility or sanctions related to their incident, they always have the right to appeal the decision.

- (a) The Appeal Process is in place for all decisions excluding Eviction.
- (b) Students may complete an Appeal Request Form and submit it to the Residence Office, within 72 hours of receiving the decision letter. The resident requesting an appeal must demonstrate that they have grounds, which includes providing evidence of one of the following items:
 - i. **Bias:** Alleged and reasonable apprehension of bias of the Decision-maker who imposed the sanction(s).
 - ii. **Procedural Fairness:** Alleged substantive failure by the Decision-maker to comply with the Principles of Natural Justice and Procedural Fairness, which may have affected the decision.
 - iii. **New information:** Substantive new evidence which could not have been available to the Decision-maker when making the decision.
 - iv. **Alternative Sanctions:** The resident may request for their sanction to be altered by suggesting options that are equivalent in nature to the original decision (this is not applicable to evictions).
- (c) Once the Appeal Request Form is received, the resident(s) will be contacted in writing within 72 hours to setup an appeal meeting. If the appeal is granted, the GM (or designate) will set-up an Appeal Meeting with the resident(s).
- (d) The individual or committee considering the appeal may, after reviewing the case:
 - i. uphold the findings and/or sanctions;
 - ii. reverse the findings; or
 - iii. reverse or modify the sanctions.
- (e) During an appeal, all sanctions (minus financial sanctions) remain valid until they are reversed or modified by the individual or committee hearing the appeal. Financial sanctions will not be applied until a decision has been made.
- (f) All decisions made in an appeal are final and are not subject to further appeals.

THE EVICTION PROCESS

- (a) If the resident has grounds for an appeal, the resident may complete the Appeal Request Form and submit it to the Director, Safety and Security (or designate), within 72 hours of receiving the eviction. The resident requesting the appeal must demonstrate that they have grounds, which includes providing evidence of one of the following items:
 - i. **Bias:** Alleged and reasonable apprehension of bias of the Decision-maker who imposed the sanction(s).
 - ii. **Procedural Fairness:** Alleged substantive failure by the Decision-maker to comply with the Principles of Natural Justice and Procedural Fairness, which may have affected the decision.
 - iii. **New information:** Substantive new evidence which could not have been available to the Decision-maker when making the decision.
- (b) Once an eviction Appeal Request Form is received, Director, Safety and Security (or designate) (or designate) will review the grounds for the appeal and make a decision to either deny the appeal or set-up an Eviction Appeal Hearing. The resident(s) will be contacted within 72 hours to notify them of this outcome.
- (c) If the appeal is granted, the Director, Safety and Security (or designate) will set-up the Eviction Appeal Committee, which will be comprised of a Student, the Director of Residence Life from Campus Living Centres (or designate), and the Dean of Students (or designate). One of the members of the Eviction Appeal Committee must be a student, and one member must be a member of Residence Senior Management. Residents appealing an eviction will be provided with additional information about Appeal Hearing procedures.
- (d) The Eviction Appeal Committee will communicate a decision in writing to the resident. The committee will review all evidence and may decide to:
 - i. uphold the findings and/or sanctions;
 - ii. reverse the findings; or
 - iii. reverse or modify the sanctions;
- (e) During a, appeal, all sanctions (minus financial sanctions) remain valid until they are reversed or modified by the individual or committee hearing the appeal. Financial sanctions will not be applied until a decision has been made.
- (f) All decisions made in an Eviction Appeal Hearing are final and are not subject to further appeals.

APPEAL MEETING PROCEDURES (Levels 1 - 3)

In this section, the resident appealing the eviction is referred to as the appellant.

1. The hearing will proceed as scheduled, even if the appellant does not attend.

2. The appellant may bring witnesses to the appeal hearing. Participation of witnesses shall be limited to providing evidence and responding to questions from the appeal committee. Witnesses may be present at the hearing only when providing evidence or responding to questions from the appeal committee.
3. The appellant may bring one support person to the appeal hearing; however, support persons shall not participate in the appeal unless called on by the Chair to do so. Participants are required to provide the name and relationship of their support person to the Appeal Committee a minimum of 48 hours prior to the hearing.

EVICITION APPEAL HEARING PROCEDURES

In this section, the resident appealing the eviction is referred to as the appellant and the Residence staff whose decision is being appealed is referred to as the respondent.

1. The hearing will proceed as scheduled, even if the appellant or the respondent do not attend.
2. The appellant and respondent may bring witnesses to the appeal hearing. Participation of witnesses shall be limited to providing evidence and responding to questions from the appeal committee. Witnesses may be present at the hearing only when providing evidence or responding to questions from the appeal committee.
3. The appellant and respondent may bring one support person to the appeal hearing; however, support persons shall not participate in the appeal unless called on by the Chair to do so. Participants are required to provide the name and relationship of their support person to the Appeal Committee a minimum of 48 hours prior to the hearing.
4. The appeal hearing shall proceed as follows:
 - a. An initial briefing and review of the case by the committee members;
 - b. Presentation of the case by the appellant;
 - c. Presentation of information by the respondent;
 - d. Subsequent re-examination of either party or any witnesses if required.
5. Each appeal shall be considered independently and on its own merits.
6. The Appeal Committee will carefully consider only:
 - a. The appeal grounds;
 - b. The evidence supporting the grounds presented orally (during the hearing);
 - c. The written evidence presented in the appeal letter, appeal request form and supporting documents;
 - d.
 - e. Any written evidence accepted by the appeal committee from the appellant or respondent during the hearing, providing that the appellant and respondent both had a reasonable opportunity to read, understand and respond to the document.
7. At no time should the committee deal with any matter outside the specific concerns set out in the request for appeal.
8. The burden of proof in a disciplinary appeal rests with the appellant, who must make a case to convince the appeal committee.
9. All information reviewed and discussed during an appeal shall remain confidential.
10. produce additional material or witnesses directly related to the appeal.

RESIDENCE APPEAL PROCESS	
Appeal Request Form Resident completes this form to request an appeal	
Levels 1-3 Appeal Process	Appeal Meeting with Manager Resident presents appeal based on listed grounds to a Manager for consideration. All decisions made by the Manager hearing the appeal are final.
Eviction Appeals	Appeal Meeting with Eviction Appeal Committee Resident (appellant) and Residence Staff (respondent) meet with the committee for consideration of the eviction appeal. All decisions made by the Eviction Appeal Committee are final.