



# Spruce & Cedar Houses Residence Handbook

2017-2018

**Welcome to your  
home away from home!**

Dear Student:

As the General Manager, I would like to officially welcome you to your new home.

Our mission is to provide an environment that supports the educational and social development of our students. Living in Residence is a unique experience that will provide opportunities for you to learn more about yourself. You will have the pleasure of meeting people of varied backgrounds and ethnicities and will become part of this dynamic community through an active Student Residence Life Program designed to meet your needs as a student and guest of our facility. In addition to your fellow students, elders and colleagues of the Student Residence are available to assist and guide you throughout the year.

We are committed to being a positive influence on both your social life as well as your academic life. We will endeavor to ensure that your stay with us will be pleasant and enjoyable, where you will meet many new people and create memorable experiences that will last a lifetime. I would like to extend you my best wishes for your current and future academic studies, and look forward to meeting you.

Elaine Wilson  
General Manager

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**CAMPUS MAP** 34**IMPORTANT INFORMATION****Your mailing address is:**

Mail is delivered on weekdays and can be picked up from your mailbox.

**Office Address**

Mailing address for the CDC office: Campus Development Corp  
960 William Street, Thunder Bay ON P7C 4W1

**Payment Schedule** 12 Months \$7,730.00 (Sept to Aug)

**Option 1:**

July 06, 2017 - \$7,730

**Option 2:**

July 06, 2017 - \$3965

October 5, 2017 - \$3965

**Payment Method**

Acceptable forms of payments are certified cheque, money order or bank draft. Please make cheque payable to Campus Development Corp and send it to:

Campus Development Corp - Confederation

960 William Street

Thunder Bay, ON P7C 4W1

Please ensure to include your full name in the memo section of the cheque.

**RESIDENCE LIFE STAFF**

Our Residence Life staff are available to help residents adjust to all of the new experiences that come with post-secondary education, such as how to sign up for classes, what services are available on campus, social activities and events on campus as well as around town, and much more.

**Maintenance Staff**

Maintenance staff are responsible for the daily maintenance of all common areas in the Residence.

Maintenance will assess Work Requests daily and perform repairs on the building and in suites as required.

They also conduct daily preventative maintenance to reduce the probability of deficiencies that may cause inconveniences to our residents and staff.

**Resident Advisors (RA)**

The role of Resident Advisor is filled by returning students who drive the social activities

and community building within the Residence. Resident Advisors provide valuable support and guidance to residents, while at the same time acting as a liaison with Residence Management. The Resident Advisors complete nightly rounds of the buildings and are available if you require assistance. They have the tools and knowledge to get you the answers, direction and/ or assistance you need, or can simply be someone to talk to. The RA on call can be reached at the on-call phone number.

## **LIVING IN RESIDENCE**

### **Student Resident Agreement (SRA)**

Your SRA is a legal contract. You received this contract in your Acceptance Package. The SRA outlines your financial obligations as well as the rules and regulations we expect you to follow in order to maintain a secure and pleasurable living environment. It is your responsibility to read the SRA carefully and refer to it throughout your stay. If you have any questions regarding the contents of the SRA, please speak to a Manager. Please ensure you have a copy of your SRA for your records. If you do not have a copy, see the Confederation College Residence website. <http://confederationrez.ca/spruce-cedar>

### **Insurance**

You are responsible for arranging adequate insurance coverage for all of your belongings.

The Residence's insurance policy does not cover damage to or loss of your personal items. You should contact your family insurance agent to determine if you are covered under your parent's home insurance and if so, for what amount.

### **Appliance Information**

Other than the fridge/freezer supplied in the room, no other refrigeration appliances are to be brought into the Residence. Open element hotplates, deep fryers, indoor barbeques, and fondue sets are prohibited because of potential fire and health hazards (i.e. hot oil, open elements/flames, smoke). Irons, toaster ovens, Foreman grills, electric frying pan, coffee makers, electrical kettles that are protected by an "automatic shut-off feature" may be used. A visible serial number and a CSA or UL identification tag must be present.

Appliances found in rooms that do not have a CSA or a UL identification tag will have to be removed from the residence.

### **Living with your Roommate**

Many residents come to college with great expectations about their roommates. Hopefully these impressions will be true, but stress levels have a tendency to increase during certain times of the year (i.e. exams). It is important to be aware and appreciate these stressful times as you and your roommates may experience some rough spots. It is very important that you communicate about things early so all parties can begin to understand one another.

### **Discuss issues that will affect both of you**

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

### **Things to remember**

- Keep communication lines open.
- Be honest about how you feel and what you are thinking.
- Be willing to compromise.
- Give your roommate(s) the respect, consideration, and understanding you want in return.

- Discuss problems as they arise with your roommate(s), not with other residents.
- If things change, be sure to let your roommate(s) know. It is normal for your ideas, feelings, or even habits to change - situations change too.
- Ask your RA for help if you need it.

### **Roommate Conflict**

If you have problems with your roommate(s) we recommend that you speak to your RA, they may be able to help mediate the conflict. If this step is unsuccessful please feel free to e-mail: [info@confederationrez.ca](mailto:info@confederationrez.ca).

### **SUPPORTING YOUR SUCCESS - PERSONALLY & ACADEMICALLY**

Moving into residence is an exciting time, but it can also be difficult. Our residence life program offers you many different resources and services to help you be successful. Please speak to your RA regarding what programs/services are available.

### **What to Bring**

- Bed linens, towels, comforter, pillows, blankets
- Cleaning products: dish soap, mop, bucket, broom, dustpan, rags, etc...
- Alarm clock/radio
- Computer
- Toaster, coffee maker, kettle, iron, toaster oven, George Forman Grill, microwave etc...
- Laundry detergents and fabric softener
- Pots, pans, dishes, glasses, utensils, dish rack, garbage bags etc...
- Toilet paper, plunger, shower curtain, first aid kit, and personal hygiene items, etc...
- All school supplies required
- Gaming system, or DVD/Blu-Ray player – Please note, not all TV's have required connections, adaptors may be needed.

### **What not to Bring**

- Animals/pets, not even fish
- Weapons: hunting knives, swords, firearms
- Hot plates and deep fryers or appliances with open elements
- Candles and incense
- Kegs of beer, beer bottles, single serving glass containers
- Drug Paraphernalia
- Hooks or nails that will be placed in the wall
- Refrigerators or freezers

\*Please keep in mind that absolutely nothing is to be pinned, taped, screwed, nailed or stapled into any wall or furnishing within your residence unit.

### **Decorating Your Suite**

- Nothing is to be affixed to your window to deface or compromise the general esthetics of the outside of the building
- The only acceptable form of affixing items to walls is the use of white sticky tack or 3M Command Strips
- You may not decorate the outside of your suite door
- Posters within the Residence must be pre-approved
- Decorations should be fire-retardant or flame-proof
- Strings of indoor lights should not be in direct contact with any flammable materials and should not be left on while the room is unattended
- Real trees/plants are not permitted in the Residence
- Artificial snow is not permitted in the Residence

### **Healthy Living**

In a Residence environment it is much easier for communicable diseases to spread. Here are some strategies to help keep you healthy and avoid catching some of the germs that may be prevalent from time to time:

- Keep up to date on your immunizations
- Wash your hands frequently
- Don't share drinks or cigarettes
- Limit your contact with others when you are ill
- Get plenty of rest
- Eat a balanced diet
- Live a balanced life
- Maintain a clean suite

### **Personal Safety**

- For safety reasons, lit candles, cigarettes or incense are not permitted in the building.
- You risk your life and other's if you tamper with fire equipment.
- If you bring friends into Residence you are responsible for their actions and conduct.
- Over consumption of alcohol can lead to harm or death.
- Illicit drugs are not welcome in Residence.
- If you are concerned about your safety or anyone else's, talk to the RA on duty.
- Always lock your room when you are not there.
- If you are taking prescription drugs, talk to your doctor about the effects of alcohol.
- Safe decisions regarding sex require a clear mind.
- Alcohol inhibits your ability to hear and give consent.

### **PERSONAL RESPONSIBILITY**

#### **Residence Security**

Safety and security is the responsibility of every resident. All the safeguards and rules put in place by the Residence management and the Institution are for your safety and protection. Circumventing rules by lending key cards or letting in visitors without permission can only lead to problems. Lock your room and suite door at all times and

do not leave your valuables unattended as neither the Residence nor the college is responsible for missing items.

Do not leave your suite door open at anytime. This would include having your door "propped open".

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

Each suite is equipped with a fire rated door that allows for a barrier if a fire was to happen in Residence. The suite door must be kept closed in order to allow for this barrier to work. Staff will remind residents to close their suite door while doing their rounds or close any unlocked door as required.

#### **Unit Key**

Upon move-in, you will be given a key for your unit/room. Keep your key with you at all times as it is your access into Residence.

If you are locked out of your room, you will need to contact the RA, Maintenance or your roommate to gain access. Do not lend your keys to anyone! This is a violation of security and you will be subjected to disciplinary sanctions.

#### **Guest Sign In/Out & Overnight Procedures**

Residents are permitted to have up to two (2) guests at a time within the residence. Residents are responsible for their visitor(s) and their actions while they are at the residence and must remain in the company if their visitor(s) at all times. (Never allow a visitor into the building that you do not know). Residents may be asked to register their visitor(s) with Residence Staff at any time. Visitor(s) are permitted to stay up to a maximum of two (2) consecutive nights in Residence or no more than ten (10) nights in any one (1) given month. Please refer to the Residence Community Living Standards for specific on visitors and your obligations.

### **Withdrawal from Residence**

If you find yourself in a situation where you can no longer live in Residence, you must speak with a Manager immediately. Moving out of Residence early does have financial implications. Please refer to the SRA for an explanation of your financial obligations.

### **Move-out**

You will be required to move out of Residence by August 26. Please note that it will take approximately six to eight weeks after your departure for you to receive your \$300.00 deposit. Care must be taken to avoid damage to doors, frames, walls, floor coverings, and any part of your room/suite and the Housing common areas during your move-out. Please note that "23 quiet hours" will be in effect throughout the exam week(s).

### **Noise**

The key to successful Residence living is in cooperation with and respect for other students. The volume of voices, TV's, and stereos must be contained within your room at all times.

### **Quiet Hours**

Sun to Thurs	11pm - 8am
Fri and Sat	1am - 8am

## **ALCOHOL AND ILLEGAL ACTIVITIES**

### **Alcohol Use**

Alcohol may be consumed only by those persons, whether a resident of the Residence or not, who have attained the minimum age under applicable provincial law and shall be consumed only in such areas of the Residence as may be designated by the Institution or the Manager. The Resident accepts responsibility for any damage resulting from the use of alcohol anywhere in the room or in the Residence. Alcohol sold in individual single serving glass containers (i.e. beer bottles, coolers, etc.) or kegs (of any size) are prohibited from entering the Residence and will be confiscated by the Manager. Residents are permitted to bring plastic or aluminum cans into the Residence. As the safety of the Resident and the Residence community is paramount, the illegal use or abuse of alcohol will not be tolerated.

### **Illegal Activities**

While in the Residence, the Resident and the Resident's visitor(s) shall not use, consume nor permit to be used or consumed any illegal, controlled or banned narcotics or substances, or engage in or permit to be engaged in any illegal activity of any kind anywhere in the Residence.

The Resident acknowledges that the Manager or its agents may enter the Room without prior notice (whether or not the Resident is present). Any Resident charged and convicted under the Criminal Code of Canada as a result of any of the above will have their residency terminated immediately, without any financial compensation to the Resident.

### **Smoking Policy**

Smoking is not permitted anywhere in the Residence or on or about the lands on which the Residence is situated, except as permitted by the Institution or municipal by-law.

## **RESIDENCE SERVICES**

### **Parking**

All vehicles on Confederation College property must have a valid parking pass displayed from 8am – 4:30pm Monday through Friday. Parking passes can be purchased through the College's Portal at [portal.confederationc.on.ca](http://portal.confederationc.on.ca) by logging in and clicking on the parking icon. The parking permit must be clearly displayed from the rear view mirror at all times, otherwise you may be ticketed or towed at the owner's expense.

Parking privileges may be suspended or cancelled by the College at anytime for just cause. The College, Residence, and its employees are not liable for any loss or damages to vehicles or contents of vehicles parked on the residence property due to theft, fire, impoundment, or other causes.

### **MAINTENANCE**

Should you require maintenance to your room of any kind (i.e. electrical, mechanical, heating or plumbing), please submit a Maintenance Request via e-mail at: [info@confederationrez.ca](mailto:info@confederationrez.ca)

When tending to maintenance requisitions, authorized residence staff will enter the room (usually between the hours of 8:00am to 4:00pm unless there is an emergency). Plugged toilets and sinks are the responsibility of the Resident to clear. Damages to the common areas of your room are the collective financial responsibility of both you and your roommates. Where possible, damages that can be traced to an individual will be billed to that individual only. Damages to the building or property caused by your guests will also be your financial responsibility.

### **Garbage/Recycling**

Students are responsible for removing their own garbage and recycling from their suite. Please be kind to the environment and recycle the following: plastic bottles, paper, glass bottles, magazines, books, newspapers and food cans at the recycling stations located in the garbage enclosure outside of the building.

### **EMERGENCY PROCEDURES**

#### **EMERGENCY PROCEDURES**

Confederation College and the Residence staff are committed to making your stay at the Confederation Residence (hereinafter referred to as 'the Residence') as safe as possible. Our well-trained, professional staff is dedicated to working with you to ensure a high level of public safety.

We hope the information below will heighten your awareness of the fire procedures for this building and clarify what is expected of you in the event of a fire alarm. These procedures apply to all occupants of the Residence, including but not limited to students, guests, visitors, Confederation and CDC employees, Faculty, and service providers/contractors.

#### **FIRE**

If there is a fire in your room or suite:

- Advise all suite occupants to leave
- Close all doors behind you
- Pull the fire alarm on your floor and yell "FIRE"
- Leave the building using the nearest stairwell
- Contact the Fire Department
- Meet the firefighters at the front entrance and tell them where the fire is located

#### **If you hear the fire alarm:**

Leave the building using the nearest exit. Check the door to your suite. If smoke is entering from around the door, do not open it. Protect yourself from smoke inside your suite as described under the Alarms/Smoke Detectors section. If there is no smoke, brace yourself and open the door a little. If you see smoke or feel heat, close the door quickly and protect yourself. If the corridor is clear, take your keys/card, lock the door and go to the nearest stairwell.

Check the nearest stairwell door for heat and smoke, if not hot to touch, open the door carefully and use the stairwell to leave the building. If there is smoke or the door is hot, do not enter. Close the door and try other stairways. If there are no other stairways, return to your suite and protect yourself from the smoke.



Never go to the roof. Smoke usually rises to the top of the stairway. Doors leading to the roof are locked and you could be trapped. Remember, if there is smoke stay low and crawl under it.

**If you remain in your suite:**

You must protect yourself from smoke by staying low. Stay in your suite until you are rescued or until you are told to leave. This may take time. Do not try to leave your suite a long time after the alarm has sounded because there is greater the risk that heavy smoke has spread into the hallways.

To keep smoke from entering your suite, use duct tape to seal the cracks around the door, air vents and ducts, and place wet towels at the bottom. If smoke enters your suite, phone the Fire Department and tell them where you are. If there is no smoke coming in from outside, open the window for fresh air. Show your rescuers where you are by hanging a sheet from the window.

**Do not return until it is declared safe do to so by a fire official.**

**STUDENTS WITH DISABILITIES**

For students with mobility impairments, please contact the Housing Management upon move-in to discuss evacuation procedures. Students with a hearing impairment will be placed in a suite that is equipped with a strobe light that will notify them of a fire alarm.

**HEALTH EMERGENCY PROCEDURES**

Call 911 and request an ambulance.

**ALARMS /SMOKE DETECTORS**

Housing suites are equipped with two types of fire alarms, an audible smoke detector and a heat detector.

The smoke detector is activated by minor smoke within the suite. Once the smoke detector has been triggered, only the alarm within the suite will be activated. Do not open the door to the hallway. Open your windows and turn on the bathroom fan to clear the smoke from the room. If the smoke is serious, exit the room and inform a staff member.

The heat detector is set off by excessive heat within the suite. Once the heat detector has been triggered, it will set off the main building alarm, and everyone must evacuate the Housing.

The Housing hallways are equipped with a smoke detector/heat sensor. Minor smoke or excessive heat will activate the building alarm. Everyone must evacuate the Housing immediately. If someone activates the building alarm, under the Provincial Fire Code, a fine could be applied.

The Fire Department has a zero tolerance regarding smoke alarms that are tampered with. Please note the Housing staff will be testing the smoke detector regularly in your suite. Testing the smoke detector ensures that it has not been intentionally disabled. Any occurrence could result in disciplinary sanctions from Management and/or a charge under the Fire Protection and Preventions Act.

**ENERGY AND WASTE REDUCTION**

We at Confederation College Residence are dedicated to saving energy and helping the environment. Because of rising costs of energy and depletion of natural resources we are trying to be a more energy efficient/conscious building. Please read over these tips and try to put them to use.

## **Heating & Cooling**

- To save money on heating costs, reduce the temperature when you're away.
- Keep blinds, shades, and drapes closed during the hottest part of the day in the summer. (And open blinds on sunny winter days!).
- Do not block your vents, the vents allow air to circulate.
- You can turn off the AC when you leave for the day. Contrary to popular belief, this method uses less electricity than having the AC constantly maintain a cool temperature!
- Do not turn your heat down lower than 10°C during the winter months. Doing so may cause the pipes to freeze.

## **WINDOWS**

- Make sure all windows are closed when you leave

## **Water Heater**

- Let us know if your faucets are leaking – the little drips can add up.

## **Refrigerator**

- Set the temperature for only as cold as you need.
- Don't overfill the refrigerator, as this blocks air circulation.
- Conversely, a full freezer will perform better.
- Allow hot foods to cool before putting them in the refrigerator.

## **Kitchen**

- When using the stove, be sure to put lids on pots in order to keep the heat in the pot.
- Use an electric kettle or microwave to boil water – not the stove, which is less efficient.
- Don't use a bigger pot than you need, and match it to the right size element.
- A general rule: for smaller cooking jobs, use smaller appliances (i.e. instead of the stove, use the electric kettle, toaster oven, or microwave).
- Microwave ovens use up to 75% less energy, so whenever possible use a microwave instead of your stove or oven.

## **Miscellaneous**

- Computer and related components use electricity even when they are not in use.
- Plug each computer component into a power bar that can be shut off.
- Make sure you enable your computer's energy-saving features.
- Be sure to at least shut off the computer screen, as 60% of the power used is by the monitor!
- Less energy is consumed when computers and monitors are turned on and off (as often as required) then when left on over time. In fact, all electronic devices use more energy when left on, as opposed to being turned on and off as needed.

## **Lighting**

- Turn off lights whenever you leave a room or don't need them, even for just a few minutes.
- Opening your blinds is a free way to brighten up a room.
- Keep light fixtures clean – a cleaner fixture is a brighter fixture.
- Contrary to popular belief, less energy is consumed when lights are turned on and off as you come and go than if a light is left on all the time.

## **HELP SAVE ENERGY!**

1. Turn off lights when you leave.
2. Turn off televisions, computers, and radios when you leave.
3. Turn thermostat down or off when you leave.
4. Keep air circulation vents unobstructed.
5. Conserve water wherever possible.

6. Use windows and blinds for natural lighting and climate control.

### **Recycling**

Recycling is important for a lot of other reasons. Every recycled glass jar, pop can or newspaper helps to protect the environment. For example:

- Using recycled paper to make paper products requires 65 per cent less water;
- Recycling 1 tonne of newsprint saves 19 trees;
- Recycling 1 tonne of glass reduces the equivalent of 1,057 kilograms of carbon dioxide emissions (carbon dioxide is one of the greenhouse gases which causes global warming)
- Recycling 1 pop can saves enough energy to power the average television set for 108 minutes.

### **What can I recycle?**

1. Metal cans
2. Glass jars and bottles
3. Plastic containers
4. Aluminum trays and foil
5. Newspapers, magazines, books, phone books
6. Milk and Juice cartons
7. Cardboard

### **What can't I recycle?**

1. Coffee cups
2. Styrofoam
3. Dishes
4. Plastic tubs (used for leftovers)

### **Compact Fluorescent Light Bulbs**

Each room has been fitted with compact fluorescent light bulbs. Compact fluorescent light bulbs last up to ten times longer and use 75% less electricity than an equivalent incandescent light bulb. Global warming is caused by greenhouse gases such as carbon dioxide, a by-product of all types of energy consumption. By using energy more efficiently we can help to reduce the rate of climate change and the damage to the environment. According to the Energy Star program, if everyone in the U.S. replaced one regular light bulb with a compact fluorescent, it would have the same effect as taking one million cars off the road.



# Important Contacts

## OFFICE

Phone: 807 – 356 - 0637 / Email: [info@confederationresidence.ca](mailto:info@confederationresidence.ca)

- Accounts/Payments
- Applications
- General Inquiries/Complaints

## Resident Advisor

Phone: 807-475-6381

- Residence life concerns
- Roommate conflicts
- Lockouts

## Maintenance

Phone: 807-475-6383 / Email: [info@confederationresidence.ca](mailto:info@confederationresidence.ca)

- Maintenance issues

## EMERGENCY

EMS 911  
On-Campus Security 807-623-0465

## SPRUCE HOUSE

Your Name  
Confederation College Residence  
Spruce House - Unit Number  
2015 Red Lake Road, Box 398  
Thunder Bay, ON P7C 4W1

Email: [info@confederationresidence.ca](mailto:info@confederationresidence.ca)

## CEDAR HOUSE

Your Name  
Confederation College Residence  
Cedar House - Unit Number  
2016 Red Lake Road, Box 398  
Thunder Bay, ON P7C 4W1

Web: [confederationresidence.ca](http://confederationresidence.ca)