

Policy Name:	HOUSING	
Approved By:	President's Council	
Approval Date:	July 3, 2026	
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Policy Holder:	Director, Student Health Services	
Operational Lead:	Manager, Student Housing and Campus Community	
Policy Number:	ADM-006	

HOUSING POLICY

1.00 PURPOSE

- 1.1 This policy applies to students living in Housing (Wii Gyemsiga Siwilaawksat).
- 1.2 Coast Mountain College (the College) is committed to providing a safe and welcoming environment for students living in on-campus housing. This Housing Policy and its accompanying procedure establish expectations that support a respectful, inclusive and healthy community; protect Students' rights; promote personal accountability and growth, and define individual and collective responsibilities within Wii Gyemsiga Siwilaawksat.
- 1.3 The College recognizes that living in community is a learning experience and seeks to respond to concerns in a manner that is educational, supportive, and restorative while maintaining community safety and operational integrity.
- 1.4 The Housing atrium is available for use by all students for study and learning purposes.
- 1.5 Access to Housing wings is restricted to authorized Occupants and approved Visitors.
- 1.6 To protect the privacy, safety, and security of Occupants, all visits and tours of Housing facilities conducted by College employees must be approved in advance by the Manager, Student Housing and Campus Community, or designate.

2.00 DEFINITIONS

- 2.1 **Eviction:** The removal of an Occupant from Housing by the College, in accordance with this policy and applicable procedures, due to a breach of housing rules, no longer meeting eligibility requirements, or conduct that poses a risk to the safety, security, or well-being of others or the housing community.
- 2.2 **Food and Beverage Card:** A mandatory card issued to Students residing in Housing, providing access to designated campus food service locations.
- 2.3 **Housing:** The College's three-story housing building, located on the Terrace Campus, named *Wii Gyemsiga Siwilaawksat*, which translates from Ts'msyen Sm'algyax to "where learners are content or comfortable."

- 2.4 **Housing Acceptance Letter:** The official document issued by the College confirming an applicant's placement in Housing and outlining the Housing Agreement Start Date, Housing Agreement End Date, fees, and conditions of occupancy.
- 2.5 **Housing Advisors (HAs):** Full-time Students who live in housing and assist in ensuring that each and every Occupant has a positive Housing experience. They act as a part of a team, to uphold the College's Policies, Procedures, and guidelines in the Housing Handbook and help address questions or concerns that Occupants may encounter in the absence of Student Housing staff.
- 2.6 **Housing Agreement End Date:** The date specified in the Housing Acceptance Letter on which the Housing occupancy period ends and the Occupant must vacate Housing, unless otherwise approved by the College.
- 2.7 **Housing Agreement Start Date:** The date specified in the Housing Acceptance Letter on which the Housing occupancy period begins.
- 2.8 **Housing Guest:** An individual who is not currently registered as a CMTN Student but has been approved by the College for temporary occupancy in Housing accommodations (including the hotelling suite, Elder suite, or regular Housing units).
- 2.6 **Housing Handbook:** A document that provides Occupants with information about on-campus living in Housing. It outlines the rights and responsibilities and defines the expectations of Occupants while residing in Housing.
- 2.7 **Housing Office Personnel:** The College employees working in the Housing and Fitness Centre department.
- 2.8 **Occupant:** A Student or Housing Guest who resides, for a specified period of time, in Housing.
- 2.9 **Service Animal:** An animal that is individually trained to perform tasks to assist a person with an exceptionality and is certified under applicable British Columbia legislation or recognized as a service animal under the BC Human Rights Code.
- 2.10 **Student:** An individual who is registered in any course or program at the College.
- 2.11 **The College:** Coast Mountain College (CMTN).
- 2.12 **Visitor:** An individual who is not an Occupant and who enters Housing during designated Visitor Hours with permission.

3.00 POLICY SCOPE

- 3.1 This Policy and [ADM-006P, Housing Procedure](#) apply to all Occupants and Visitors in Housing.
- 3.2 Occupants and Visitors are expected to comply with all College policies and procedures, the Housing Handbook, as well as provincial and federal laws concerning health, safety, and public order.
- 3.3 Authority under this policy may be exercised by designated College employees or delegates authorized by the College.

4.00 ELIGIBILITY AND PLACEMENT IN HOUSING

- 4.1 To be eligible for occupancy in Housing, Students must meet the following requirements:

- a. Be registered full-time in a College program. Full-time registration is defined as enrolment in at least nine credits per term or a minimum of 10 instructional hours per week.
 - i. Eligibility for Housing is contingent on maintaining full-time enrolment status. Students who no longer meet the College's full-time enrolment requirements, including as a result of withdrawal from courses or programs, will no longer be eligible for Housing.
 - ii. Priority will be given to students who are enrolled in face-to-face programming or who must be physically present on campus.
 - b. Be able to participate safely and successfully in congregate living independently, or with reasonable and approved accommodations or external supports in place.
 - c. Maintain a satisfactory record of payment while residing in Housing.
 - d. Maintain good standing on their Housing record, i.e. not violate the Housing Policy or Handbook, throughout the academic year.
 - e. Keep assigned units, individual rooms, and shared spaces in a clean and acceptable condition for the duration of occupancy.
 - f. Maintain respectful conduct while residing in Housing.
- 4.2 Additional requirements for returning occupants:
- a. Demonstrate a satisfactory Housing payment history.
 - b. Maintain a Housing record in good standing, i.e. not have a history of violating the Housing Policy or Handbook.
 - c. Have a demonstrated history of maintaining assigned units, individual rooms, and shared spaces in a clean and acceptable condition.
 - d. Demonstrate respectful conduct while residing in Housing.
- 4.3 The College reserves the right to:
- a. limit placement in Housing to individuals who meet the College's eligibility requirements.
 - b. Establish and apply priority placement criteria for Housing as determined by the College.
- 4.4 The College reserves the right to determine Housing allocation priorities and may adjust placement decisions based on operational needs and demand.
- 4.5 The College reserves the right to deny an application for on-campus accommodation to any applicant, including returning or new students, based on a review of relevant information related to housing suitability and the ability to participate in a safe and respectful congregate living environment.
- a. This may include, where applicable, a review of prior Housing occupancy records, documented violations of College policies, Housing Policy, or the Housing Handbook, or other substantiated conduct demonstrating repeated or serious non-compliance with behavioural expectations in a Housing setting.
 - b. The College may also consider other relevant and credible information reasonably related to housing suitability and risk in a congregate living environment, provided

such information is used in accordance with applicable privacy legislation, procedural fairness requirements, and is assessed for relevance, reliability, and proportionality to the housing context.

- 4.6 Housing occupancy is provided for a defined term and does not constitute a permanent or ongoing housing arrangement.
 - a. Occupancy is granted for a specified academic term or terms as outlined in the student's Housing Acceptance Letter. Students must reapply to Housing if they wish to be considered for continued occupancy in subsequent academic terms or academic years. Reapplication does not guarantee continued placement.
 - b. Continued occupancy is subject to availability, eligibility requirements, and the Student's Housing record, including compliance with this Policy, the Housing Handbook, and payment obligations.
 - c. Housing is not covered by the *Residential Tenancy Act*.
- 4.7 An Occupant who has been offered or assigned a Housing space may not transfer, assign, sublet, or otherwise permit any other individual to occupy or share that space.

5.00 OCCUPANT RIGHTS AND RESPONSIBILITIES

- 5.1 Occupants have both individual and shared rights and responsibilities to support healthy, safe, and respectful conduct while residing in Housing.
- 5.2 Occupants have the right to be treated with dignity and respect and to access Housing in a manner free from discrimination, harassment, and unnecessary barriers.
- 5.3 Each Occupant has the right to fully participate in the academic and social experience of College life. These rights are accompanied by corresponding responsibilities, and occupants are expected to conduct themselves in a manner that respects and upholds the rights of others.
- 5.4 Living in a shared environment requires awareness, consideration, and respect for the diverse needs, backgrounds, and experiences of fellow Occupants. All Occupants are expected to contribute to a safe, inclusive, respectful, and culturally responsive Housing community.
- 5.5 Additional expectations, examples, and guidance related to rights and responsibilities are outlined in the Housing Handbook. Occupants are responsible for reviewing and complying with the content of the Housing Handbook.

6.00 RESPECTFUL CONDUCT

- 6.1 Occupants and Visitors are expected to conduct themselves in a manner that does not disrupt academic pursuits or infringe upon the privacy, rights, privileges, health, or safety of others.
 - a. Unsafe, concerning, or disruptive behaviour that interferes with the safety, wellbeing, or reasonable enjoyment of others is prohibited. This includes any act, whether intentional or reckless, that poses or may reasonably be expected to pose a threat to the personal safety, health, or well being of any person, including oneself, either directly or indirectly.

- i. Prohibited behaviours include, but are not limited to, impairment by alcohol, drugs, or other illicit substances, or the use of Housing facilities for purposes other than their intended use.
 - b. Engaging in any activity that violates College policies.
- 6.2 Activities or behaviours that are threatening, discriminatory, harassing, or otherwise harmful to the safety, dignity, or wellbeing of others (verbal, written, digital, graphic, or physical), are strictly prohibited. This includes, but is not limited to, racist, sexist, homophobic, transphobic, or bullying behaviour; sexual harassment; intimidation; retaliation; or invasion of privacy.
 - a. Violations of this section may result in interim measures, educational or restorative responses, disciplinary action, or Eviction from Housing, in accordance with applicable policies and procedures.
 - b. The College will consider the nature, severity, frequency, and impact of the behaviour when determining an appropriate response.
 - c. Additional expectations and examples of prohibited conduct are outlined in the Housing Community Standards contained within the Housing Handbook.
- 7.00 ALCOHOL, DRUGS, AND SMOKING IN HOUSING.
 - 7.1 The College is an alcohol-free campus. The possession, consumption, distribution, trafficking, or sale of alcohol is not permitted in Housing or on College property, except where specifically authorized under College policy and applicable law.
 - a. Underage possession or consumption of alcohol is strictly prohibited and may result in disciplinary action, removal from Housing, and referral to appropriate authorities where required.
 - 7.2 The possession, consumption, distribution, trafficking, or sale of illegal drugs or unauthorized controlled substances is not permitted in Housing or on College property.
 - a. The misuse of prescribed medication, or possession of drug paraphernalia associated with illegal drug use or trafficking is also prohibited.
 - 7.3 Smoking and vaping are strictly prohibited inside Housing, including but not limited to tobacco, cannabis, vaping devices, and e-cigarettes.
 - a. Smoking and vaping are only permitted in designated smoking areas on campus in accordance with College policy.
 - 7.4 The College prioritizes the health and safety of all Occupants and will respond to substance-related concerns using an educational and wellness-first approach.
 - a. Occupants who are experiencing or witnessing a medical emergency, including suspected overdose or alcohol poisoning, are expected to seek emergency assistance immediately.
 - b. No punitive action will be taken against an Occupant for seeking emergency medical assistance for themselves or another person experiencing a medical emergency, including situations where alcohol or drugs may be involved, in accordance with applicable Good Samaritan protections.
 - 7.5 Violations of this Policy may result in educational, supportive, or disciplinary responses, up to and including Eviction from Housing (except in situations where a violation of this

policy is discovered in the process of seeking emergency medical help as per section 7.4). Financial responsibility for damage, cleaning, or remediation costs may also apply in accordance with College procedures.

- a. The College will consider the nature, severity, and frequency of the behaviour when determining an appropriate response. Serious or repeated violations may result in removal from Housing and/or referral to external authorities where required.

8.00 SMUDGING

- 8.1 The College recognizes smudging as an important cultural and spiritual practice for many Indigenous Students and communities and is committed to supporting culturally safe and respectful practices within Housing.
- 8.2 Smudging is only permitted in the designated cultural space within Housing.
- 8.3 Due to ventilation and fire safety limitations, smudging is not permitted in individual rooms or Housing units.

9.00 WEAPONS AND DANGEROUS OBJECTS

- 9.1 The possession of real or replica weapons on College property, including in Housing, is strictly prohibited.
- 9.2 Knives or tools that are not intended for academic, culinary, cultural, or maintenance purposes are not permitted in Housing.
 - a. Occupants who possess knives, tools, or ceremonial objects as outlined in section 9.2 must store and transport them safely and securely when not in use.
 - b. Culinary Students must store their school-issued knives securely in their classroom lockers when not in use for class purposes.
- 9.3 Concealing or carrying anything that could reasonably be considered a weapon outside of its appropriate setting may constitute a criminal offence under the *Criminal Code of Canada*.
- 9.4 The use or display of any object in a threatening or aggressive manner will be considered the use of a weapon and may result in Eviction and referral to law enforcement.

10.00 PETS AND PLANTS

- 10.1 Pets and plants of any kind are prohibited in Housing.
- 10.2 Pets, including those providing emotional or comfort support, are not permitted in Housing. Only certified Service Animals, as defined in this policy, are allowed.
- 10.3 Financial responsibility for damage, cleaning, or remediation costs may also apply in accordance with College procedures for cleaning associated with harbouring a pet or a stray animal of any kind.

11.00 SERVICE ANIMALS

- 11.1 Certified Service Animals are welcome in all areas of Housing in accordance with applicable legislation.

- 11.2 Requests for accommodation with a certified Service Animal must be made at the time of application. Documentation of Service Animal certification will be required prior to approval.

12.00 VISITORS

- 12.1 The College permits Occupants to host Visitors in Housing as a privilege, subject to compliance with all applicable policies, procedures, and the Housing Handbook.
- 12.2 Occupants are responsible for the conduct of their Visitors and are expected to take reasonable steps to ensure their Visitors comply with Housing policies and procedures.
- 12.3 Occupants must accompany and supervise their Visitors at all times while in Housing facilities.
- 12.4 Occupants are responsible for informing their Visitors of all applicable Housing policies and procedures.
- 12.5 Visitors who require overnight accommodation must reserve a hotelling suite, subject to availability and approval by the Housing Office Personnel.
 - a. Refer to FAC-008, *Hotelling Suite Policy* for additional requirements.

13.00 HOUSING FEES

- 13.1 CMTN reserves the right, at its discretion, to establish, maintain, or increase fees and Housing-related charges on an annual basis, including but not limited to application fees, damage deposits, and other applicable costs.
- 13.2 Housing fees are due on the first day of each month and must be paid in accordance with the payment schedule outlined in the Housing Acceptance Letter.
- 13.3 Housing fees are assessed in accordance with the Housing Agreement period established by the College.
 - a. Housing fees may be assessed on a monthly or prorated basis, depending on the approved Housing Agreement period.
 - b. Refund eligibility, fee assessments, and financial obligations related to cancellations, no-shows, early departures, or changes to occupancy status will be determined in accordance with ADM-006P Housing Procedure.

14.00 FOOD AND BEVERAGE CARDS

- 14.1 Students residing in Housing are required to participate in the mandatory College Food and Beverage Card program as a condition of occupancy.
- 14.2 Food and Beverage Card fees, credits, and program administration processes will be established by the College and communicated to Students through applicable Housing materials and procedures.
- 14.3 Students are responsible for the security and use of their Food and Beverage Card. The College is not responsible for lost, stolen, damaged, or unauthorized use of cards or card balances.
- 14.4 Students may be eligible for a partial refund of Food and Beverage Card fees, subject to applicable Housing and College financial processes and considerations.

15.00 FIRE SAFETY

- 15.1 The use of candles or other devices with a live flame is strictly prohibited in Housing.
- 15.2 Smudging activities may only be conducted within the cultural space.
- 15.3 In accordance with the BC [Fire Safety Act](#), the College will conduct periodic fire drills in Housing.
 - a. Participation in all fire drills is mandatory for all Occupants.
- 15.4 Creating false alarms or tampering with fire safety equipment is a serious violation and may also constitute an offence under the Criminal Code of Canada.
 - a. Any individual found to have engaged in such actions may be subject to eviction from Housing, disciplinary action up to and including removal from their program, and possible charges under applicable legislation.

16.00 DECORATIONS AND FURNISHINGS

- 16.1 Occupants must not damage, alter, or modify College property, including walls, ceilings, windows, furnishings, and fixtures.
- 16.2 Decorations and personal items must not create safety hazards, including fire risks, or interfere with building systems.
- 16.3 Furniture and equipment provided by the College must not be removed, altered, or relocated without prior approval.
- 16.4 Occupants may be held responsible for any damage, cleaning, or repair costs resulting from improper use of decorations or furnishings.

17.00 MAINTENANCE AND REPAIRS

- 17.1 The College is responsible for maintaining Housing facilities in a safe and functional condition.
- 17.2 Occupants are responsible for promptly reporting maintenance or repair concerns and for providing reasonable access to Housing spaces as required for inspections, maintenance, or repairs.
- 17.3 The College may enter Housing units or individual rooms as required to complete inspections, maintenance, repairs, or respond to health and safety concerns. Reasonable notice will ordinarily be provided unless immediate access is required due to an emergency or urgent operational concern.
- 17.4 Occupants may be held responsible for costs associated with damage resulting from misuse, neglect, or failure to report maintenance concerns.

18.00 EVICTION

- 18.1 An Occupant may be evicted in accordance with applicable procedures for violations of the Housing Community Standards as outlined in the Housing Handbook, this policy, or any related College policy.
 - a. In determining whether to proceed with Eviction, the Manager, Student Housing and Campus Community, or delegate, will balance the safety and well being of the Housing community with the safety and well being of the Occupant(s) involved.

- 18.2 The College reserves the right to terminate or discontinue Housing services for any Occupant due to operational, safety, emergency, or institutional requirements.

19.00 WELLNESS AND SAFETY INTERVENTION

- 19.1 The College may take reasonable action to respond to concerns about an Occupant's health, safety, or wellbeing, or the health, safety or wellbeing of the Housing community. This may include:
 - a. conducting wellness checks.
 - b. contacting emergency services.
 - c. contacting an emergency contact where permitted by law or authorized by the Occupant.
 - d. implementing interim safety measures.
 - e. facilitating referrals to medical, counselling, accessibility, or community support services.

20.00 ACCOMMODATION AND ACCESSIBILITY

- 20.1 The College is committed to providing an inclusive Housing environment. Occupants requiring accommodation related to an exceptionality, medical need, family status, religion, or other protected grounds under applicable human rights legislation are encouraged to contact Housing Office Personnel as early as possible.
- 20.2 The College will review accommodation requests on a case-by-case basis and implement reasonable accommodations to the point of undue hardship.

21.00 CONFLICT RESOLUTION

- 21.1 Occupants are encouraged to resolve minor disputes respectfully and collaboratively where possible.
- 21.2 The College may provide support through:
 - a. mediation.
 - b. facilitated conversations.
 - c. behavioural agreements.
 - d. room changes or relocation where appropriate and based on availability.

22.00 ROOM ENTRY AND INSPECTIONS

- 22.1 The College may enter Housing units or individual rooms for operational, maintenance, health and safety, policy compliance, or emergency purposes.
- 22.2 Reasonable notice will ordinarily be provided except in emergencies or where immediate access is required to protect health, safety, or property.

23.00 PRIVACY AND RELEASE OF INFORMATION

- 23.1 Personal information collected during the application and occupancy period is protected in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

- 23.2 The College respects the privacy of Occupants within their units and individual rooms. Access to these spaces and any associated personal information will only occur as authorized by law or where necessary for operational, safety, or emergency purposes.
- 23.3 Housing-related information will only be disclosed to another individual, including a parent, legal guardian or support worker, with the Student's written consent through the Housing Acceptance Letter, or where disclosure is otherwise permitted or required by law.
 - a. Students under the age of 19 must complete the release of information section on the Housing Acceptance Letter prior to arrival, authorizing communication with a parent or legal guardian as outlined below.
 - i. This form authorizes the Housing Office Personnel to disclose information to a parent or legal guardian regarding significant safety, wellbeing, or emergency concerns, or as otherwise authorized by the Occupant.

24.00 RELATED POLICIES, PROCEDURES, AND GUIDELINES

- 24.1 [ADM-006P, Student Housing Procedure](#)
- 24.2 [ADM-009, Student Non-Academic Conduct Policy](#)
- 24.3 [ADM-007, Prevention of Sexual Violence Policy](#)
- 24.4 [HMR-001, Employee Code of Conduct](#)
- 24.5 [ADM-012, Bullying, Harassment and Discrimination Policy](#)
- 24.6 [HMR-007, Smoking Policy](#)
- 24.7 [HMR-008, Drug and Alcohol Policy](#)

25.00 OTHER SUPPORTING DOCUMENTS

- 25.1 [BC Cannabis Control and Licensing Act](#), SBC 2018
- 25.2 [BC Cannabis Distribution Act](#), SBC 2018
- 25.3 [BC Fire Safety Act](#)
- 25.4 BC [Freedom of Information and Protection of Privacy Act](#) (FOIPPA)
- 25.5 [BC Guide Dog and Service Dog Act](#), SBC 2015
- 25.6 [BC Tobacco and Vapour Products Control Act](#)
- 25.7 CMTN [Release of Information Form](#)
- 25.8 CMTN Student Housing Handbook
- 25.9 [Controlled Drugs and Substances Act](#) (Canada)
- 25.10 [Good Samaritan Drug Overdose Act](#) (Canada)
- 25.11 [Criminal Code of Canada](#)

26.00 HISTORY

Created/Revised/ Reviewed	Approval Date	Author's Role	Approved By
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Created	April 2022	VP, Academic, Students, and International	President's Council
Revised	June 2, 2023		Board of Governors
Revised	May 26, 2026	Director, President's Office	President's Council
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